



# **ESRC POSTGRADUATE FUNDING GUIDE**

Updated: September 2010

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## **SUMMARY OF MAIN CHANGES AND POINTS FOR CLARIFICATION FOR 2010**

This version of the Postgraduate Funding Guide was updated in September 2010. The following is a summary of the main changes and points of clarification in this version but we highly recommend that you read the document in full.

### **ESRC transition to funding students through Doctoral Training Grants- clarification:**

ESRC studentship administration and finance will be moving into the RCUK Shared Service Centre (SSC). In preparation for this move and for the implementation of the new ESRC Postgraduate Training Framework (due to be implemented for new studentships starting from October 2011) ESRC will be converting its studentships into Doctoral Training Grants. Until the ESRC notifies Research Organisations, all studentships should continue to be administered under the current terms and conditions, as set out in this document.

### **CASE Award Holders- alteration to enhanced stipends:**

CASE award holders can now receive an AQM enhancement on top of their enhanced stipend but the total enhancement for both cannot exceed £3,000 (for example a student can receive a £2,000 CASE enhancement plus a £1,000 AQM enhancement).

### **Overseas University Visit- name alteration:**

The Overseas University Visits scheme has been renamed the Overseas Institutional Visits scheme to reflect the schemes remit which allows studentship holders to apply for financial support for visits to overseas universities or esteemed research organisations.

### **Research Training Support Grant (RTSG) – clarification:**

The ESRC remains concerned that in some cases institutions are not administering the Research Training Support Grant (RTSG) in line with this Guide. We would therefore like to once again reiterate that this allowance is personal to the student who is fully entitled to use this grant for the purposes outlined in this guide. If a student does not spend this allowance in full during the academic year, they can carry over any unspent funds in to the next academic year as long as this is within the period of their ESRC award. This allowance must not be top-sliced or ‘pooled’ by the department/institution.

### ***Previous Changes:***

#### **Maternity Leave – clarification:**

ESRC funded students are entitled to claim for six months paid maternity leave although students are not obliged to take the full six months.

#### **Diversity and Equality in all aspects of recruitment and career management- clarification:**

The ESRC takes seriously its role to support high quality training opportunities for postgraduate students and believes in the consistent application of policies and practices to promote equality of opportunity and to eliminate unlawful discrimination.

The ESRC expects that Research Organisations are fair and transparent in the recruitment of students; students must be selected and treated on the basis of their merits, abilities and potential, regardless of their sex, transexuality, race, nationality, religion, religious beliefs, sexual orientation or age.

Research Organisations are expected to comply with all equal opportunities legislation in force and where an organisation is shown to be in breach of these, ESRC is prepared to invoke sanctions.

## SECTION 1: INTRODUCTION AND OVERVIEW OF ESRC STUDENTSHIPS

### 1. The Role of the ESRC

The Economic and Social Research Council is an independent, government funded body set up by Royal Charter.

The mission of the Economic and Social Research Council (ESRC) is:

- a) To promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the Social Sciences;
- b) To advance knowledge and provide trained social scientists which meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life;
- c) To provide advice on, and disseminate knowledge and promote public understanding of, the Social Sciences.

### 2. Training Provision

As part of fulfilling its mission, the Economic and Social Research Council (ESRC) provides studentships for the support of full-time or part-time postgraduate study. The Council takes seriously its role to support high quality training opportunities for postgraduate students. As such, the [Postgraduate Training Guidelines \(4<sup>th</sup> Edition, 2005\)](#) sets out the Council's expectations in relation to the minimum standard for generic and subject-specific postgraduate training. Institutions, Schools, Faculties and Departments (referred to as Outlets) which meet these standards are eligible to host ESRC students and are referred to as "Recognised Outlets".

Thus, the aim of the ESRC studentship is to provide high quality training at ESRC recognised outlets. Students can apply for a 1+3 (Masters linked into a PhD) or a +3 (PhD studies only). ESRC does not fund studentships for standalone Masters Degrees, Diploma studies, international study, summer schools or conferences/seminar attendance (unless as part of a received 1+3 / +3 award).

Through these studentships, the ESRC aims to respond to the needs of the academic community, government, business and industry and to contribute to high quality research through the development of professional social scientists trained in state-of-the-art social science methodologies and methods.

### 3. What These Notes Are For

This *Guide* provides:

- i) An overview of different ESRC postgraduate training schemes and the eligibility requirements for applying for funding. The detailed information on this can be found in the [Guidance Notes for Applicants](#)

Potential applicants must read the *Guidance Notes for Applicants* prior to submitting their application. The ESRC accepts applications on the understanding that institutions, Course Organisers, Head of Departments and students agree to observe the rules and procedures set out in the *Guidance Notes for Applicants*.

- ii) The information required by the student, their supervisor and their institution to manage the studentship after it has been awarded.

#### **4. Where the studentships may be held (Recognised Outlets)**

Postgraduate studies in higher education institutions (HEIs) tend to be organised in units that may be called departments, schools, faculties or centres. These *Guidance Notes* refer to all units of organisation as an *outlet*.

Studentships are given to successful candidates who will pursue their studies in outlets that the ESRC has recognised for the quality and relevance of the training provided.

Only recognised outlets are able to host an ESRC funded students. A full list of recognised outlets is available on our website at:

[Outlets Eligible for ESRC Postgraduate Funding](#)

Students should speak directly to the outlet they wish to apply to for an award about taking an application forward.

2010 is the final year for outlet recognition. From October 2011, ESRC will be moving to institutional recognition, further information on this will be made available in the autumn of 2010.

#### **5. What studentships are outlets eligible to apply for?**

The majority of standard studentship awards have been allocated to recognised outlets through a quota system. In addition, outlets (both those in receipt of quota studentship and those not in receipt of quota studentships) will be eligible to submit one candidate to the annual open competition. However, the institution can vary the precise distribution of applications to the open competition across outlets. This means it may choose to submit more than one application from any single outlet and none from others, as long as the total number of applications entered into the competition does not exceed the overall number of ESRC recognised outlets at the institution. The Council supports this approach as it engenders flexibility into local decision making and underpins institutional capacity building strategies.

Responsibility for the submission of applications will rest with the central administrative authority at an institution.

#### **6. Types of Studentships**

The ESRC funds studentships on a 1+3 and +3 basis. “1+3” is a generic term used by ESRC to denote 1 year of Masters research training plus 3 years of study towards a PhD. (For part-time students this equates to a 2+5 programme). “+3” means that a candidate has already completed the research training year and is only applying for a 3 year period to complete the PhD study. Besides 1+3, other combinations are acceptable to the ESRC providing the Department has been awarded recognition on this basis. For example, some Oxford students may undertake 2+2 awards to take account of the 2 year MPhil.

Applicants cannot apply for both a 1+3 and +3 studentship as the two are mutually exclusive. Applying on a 1+3 basis indicates the student has not undertaken a programme of research training necessary for +3 entry while applying on a +3 basis suggests the student has. If the ESRC receives applications for both 1+3 and +3 entry the +3 application will automatically be withdrawn.

## 7. Part Time and Full Time Studentships

The ESRC recognises Full Time and Part Time studentships. Part time studentships may only be held where an Outlet has been Recognised for Part Time studies (Please refer to the *List of ESRC Institutions, Departments/Outlets and Programmes*):

Recognised Outlets eligible for a Full Time studentship are denoted as FT.

Recognised Outlets eligible for a Part Time studentship are denoted as PT.

## 8. Studentship Schemes

The ESRC offers a variety of studentships for postgraduate training. These include:

- (i) Proposal (Open) Competition
- (ii) Nomination (Quota) Studentships
- (iii) Joint ESRC/MRC (Medical Research Council) studentships
- (iv) Joint ESRC/NERC (Natural Environment Research Council) studentships
- (v) CASE Studentships
- (vi) Joint Collaborative Government Studentships

ESRC does not fund studentships for standalone Masters degrees, Diploma studies, international study, summer schools or conferences/seminar attendance (unless as part of a received 1+3/+3 award).

Studentships must be held in an ESRC Recognised Outlet, a list of Recognised Outlets is available at:

[Outlets Eligible for ESRC Postgraduate Funding](#)

## 9. The Proposal (Open) Competition

The ESRC runs an annual studentship competition with up to 100 awards available per year. Students and supervisors are required to submit an application, via the Joint Electronic Submission System (JeS), by the Spring deadline.

Students may only apply for either the proposal (open) competition or a nomination (quota) award. Students cannot apply to both.

**Note:** There are no restrictions on the number of institutions to which students may apply. However, as a matter of courtesy each institution should be made aware that multiple applications have been made. If selected by more than one institution for a competition place students must make a choice as only one application to the ESRC will be accepted.

## 10. Nomination (Quota) Studentships

These are studentships that have been allocated directly to an outlet. Students interested in applying for a 1+3 or +3 quota should speak directly to the outlet where they wish to study.

Students may only apply for either the proposal (open) competition or a nomination (quota) award. Students cannot apply to both.

**Note:** There are no restrictions on the number of institutions to which students may apply. However, as a matter of courtesy each institution should be made aware that multiple applications have been



made. If a student is offered more than one quota nomination they will be able to choose which to accept.

### **11. Joint ESRC/MRC (Medical Research Council) Studentships**

Joint 1+3 and +3 studentships are available under a scheme funded by the ESRC and the MRC. These studentships are intended for students studying an interdisciplinary topic which falls under both the Social and Medical Sciences.

Students are advised to apply in conjunction with two supervisors (one from each Science).

Further information is available at: [ESRC/MRC Interdisciplinary Research Studentships](#)

These studentships are allocated via an annual competition. Applications are considered by a specially constituted panel, with up to 20 awards being available.

Interested students are advised to contact the Department they may wish to study in to discuss developing a bid to the joint competition.

### **12. Joint ESRC/NERC (Natural Environment Research Council) Studentships**

Joint 1+3 and +3 studentships are available under a scheme funded by the ESRC and the Natural Environment Research Council (NERC)

These studentships are intended for students studying an interdisciplinary topic which falls under both Social Sciences and Natural Sciences.

Students are advised to apply in conjunction with two supervisors (one from each Science).

Further information is available at: [ESRC/NERC Interdisciplinary Research Studentships](#)

These studentships are allocated via an annual competition. Applications are considered by a specially constituted panel, with up to 20 awards being available.

Interested students are advised to contact the Department they may wish to study in to discuss developing a bid to the joint competition.

### **13. CASE Studentships**

These are awards for research students to carry out projects in the Social Sciences in collaboration with non-academic organisations either in the private, public or third (voluntary) sectors.

These awards are made directly to departments who will advertise for and nominate students to take up the awards to carry out the projects. All nominations will be confirmed by the ESRC in August.

Approved projects will be posted on the ESRC website. Interested students are advised to watch for advertisements in the press or on the internet.

Further information is available at: [CASE Studentships](#)

**14. The finances and length of time ESRC studentships may cover**

ESRC studentships can cover tuition fees, maintenance allowance and other expenses, depending on the student's situation, circumstances and type of award.

The ESRC will not normally support any full-time student for more than four years, nor any part-time student for more than seven years. Students who transfer between full and part-time during their award will have their awards adjusted on a pro-rata basis.

## SECTION 2: WHO CAN APPLY FOR STUDENTSHIPS AND THE ROLE OF THE INSTITUTION

### 16. Recent Graduates: Should Consider a 1+3 Studentship

These studentships provide a training programme for full and part-time students who have not previously completed a programme of substantive research training. Thus, 1+3 Research Studentships are for students wishing to undertake a postgraduate degree and who need to undertake the full research training required by the ESRC before proceeding to their research (+3) component. This usually applies to students applying after taking an undergraduate degree but also to students who may have undertaken a Masters degree that did not provide the appropriate research training as set out in the *Guidelines*. Students are funded for a one-year research-training Masters (2 years part-time), followed by a further 3 years (5 years part-time) funding for a PhD, subject to annual satisfactory progress by the student. The aim is to provide continuity of support, allowing progress and training to be planned with more certainty to free up more time within the PhD for work on the thesis research itself and for submission of the thesis within a maximum of 4 years (full time) or 7 years (part time) from the beginning of the PhD (or the +3).

The studentships may only be held for Masters courses linked with HEI outlets which have successfully gained ESRC 1+3 'recognition'. (See *List of Recognised /Institutions, Courses & Departments/Outlets, Programmes*). These will be described as *1+3 programmes* within the Recognition List.

The studentships are tenable for up to four years of full-time study or seven years of part-time study. Therefore candidates must be prepared to commit to at least four years of continuous funded study: firstly to undertake a recognised Masters and then to complete a doctoral level training programme within the outlet to which the course is linked. Continuation of these studentships for the second and subsequent years is dependent on the demonstration of satisfactory progress by the student.

1+3 Studentships will be awarded on a conditional basis, until the Masters result confirming satisfactory completion of the research training is received, expected to be given in December of year two (full time study).

*Who can apply for a Masters Course plus Research Studentship (1+3)?*

Candidates who fulfil the ESRC's academic and residential requirements (see Section 21 to 23 below) but who have not completed a programme of research training which meets the generic and subject training required by the *Postgraduate Training Guidelines* should apply on a 1+3 basis.

Candidates must have the minimum of a 2:1 undergraduate degree and comply with the other eligibility requirements contained in this Section 21 to 23 of these notes.

If the candidates has taken other qualifications at postgraduate level, or has professional qualifications, they may still apply for a 1+3 studentship. However, if they were in receipt of any prior public funding for postgraduate qualifications, this may be taken into consideration in determining the length of funding. Please see notes on regarding this in Section 18 below.

Candidates who are or have completed a Masters which is part of a currently recognised ESRC 1+3 programme or are able to make a case that they have completed an equivalent programme are able to apply on a +3 basis. See below.

## 17. Recent Postgraduate Students (Masters Level): should consider a +3 studentship

These studentships are for students wishing to undertake a postgraduate degree by research who have already completed appropriate research training (usually through an ESRC recognised Masters course). +3 research studentships are tenable for up to three years of full-time study or five years of part-time study.

ESRC +3 studentships may only be held in HEI outlets which have been recognised for the receipt of studentships by the ESRC. Students may apply for a +3 studentship through any department which has either 1+3 or +3 recognition. (See *List of Recognised Institutions, Departments/Outlets, Programmes*)

Once the applicant has identified an outlet that they wish to study in, they should discuss their plans with the outlet, find a prospective supervisor and ensure that the institution is willing to support the application to the ESRC. The discussion should also focus on how the proposed research will be carried out and any kind of further training the outlet should provide to support the research.

Applications can only be made for research in departments contained in the *List of Recognised Institutions, Departments/Outlets, and Programmes*. Students may apply for a +3 studentship through any outlet which has either 1+3 or +3 recognition.

*Who can apply for a 3-Year Research Studentship (+3)?*

Applications will only be considered from candidates who can demonstrate that they have already undertaken a programme of research training at postgraduate level in accordance with Sections D, E and F of the *ESRC Postgraduate Training Guidelines (4<sup>th</sup> Edition 2005)*. Applicants should note that one of the main reasons that applications fail is because applicants are not able to fully justify and demonstrate appropriate prior research training. Thus, applicants are advised to pay particular attention to this to maximise their chance of obtaining a +3 award.

If the applicant has already completed a Masters degree gained from a course which forms part of a currently recognised 1+3 programme, they are automatically eligible for +3 entry. If the applicant has a Masters degree which was gained in the UK from a course which is not part of a current 1+3 programme, an overseas qualification or has completed the first year of a PhD programme elsewhere they will need to demonstrate their eligibility. As part of their application, they will need to demonstrate that this programme contained substantial training in research methods which would enable them to undertake an independent research project in a particular subject or interdisciplinary field.

*Where a student is making a case for +3 entry it is essential to include:*

- (i) a full description of the research training undertaken,
- (ii) a demonstration of how this maps onto the specific generic and subject requirements of the *Guidelines*, and
- (iii) details of further advanced training to be undertaken during the PhD.

It is important that the student completes this information on the application form in conjunction with the proposed supervisor. Please note that if the examiners judge that a case for +3 entry has not been made, the application will be withdrawn on eligibility grounds.

It should be noted that where a Masters degree was taken five years or more prior to the application for an ESRC research studentship, the training obtained in that degree will not be considered sufficient

for a +3 award unless further relevant research training qualifications and/or experience and training has been gained subsequently. This must be fully detailed in the application.

It is essential that candidates discuss with the chosen department their proposed topics, the training they have already received and any specific training that the chosen departments will be giving to them.

#### **18. Information for students who are in receipt of other funding**

Students who receive scholarships or grants from sources where the income is clearly inadequate or not in excess of an ESRC award may apply for an ESRC studentship.

New studentships cannot be used to extend existing studentships. The ESRC would not make or continue a studentship if applicants have already had three years of full-time or, if funded by the ESRC, five years of part-time postgraduate training in a research organisation; or have been engaged on work which, in the opinion of the ESRC, is equivalent to such training.

For the purpose of assessing length of funding, the ESRC will not take into account previous part-time study not funded by the Research Councils (unless the conditions in paragraph above apply) or up to one year's privately financed study. This applies to students who have undertaken postgraduate study at their own expense or with support from funds other than UK central government funds.

Students who have already received government funding for Masters level or PhD level training may apply for further funding from the ESRC on either a 1+3 or +3 basis but the total length of funding available from the ESRC plus previous government funding will not normally exceed four years for full time study (or seven years for part time study).

Students who receive other governmental studentship support are not eligible for an ESRC award.

#### **19. Information for students who are currently undertaking postgraduate training**

The ESRC would not make or continue a studentship if applicants will have already completed two years of full-time study at PhD level by September 2010, *or* are seeking funding for the final year only of a PhD (i.e. year 3 of a full-time PhD or year 5 of a part-time PhD), or for writing up of research results. Where an outlet can demonstrate that their PhD programme is a four-year programme, then the ESRC may consider students eligible for funding in the third and fourth year of that programme, but not the fourth year alone. All such claims must be established *before* receipt of the studentship applications, in writing to the ESRC Policy and Resources Directorate.

In completing the questions about postgraduate experience applicants should fill out the form as completely as possible, including any period of study which was not completed.

#### **20. Information for part-time studentship applications**

The ESRC wishes to encourage applications for studentships from those who are studying, or intending to study, for 1+3 or +3 Research degrees on a part-time basis. Please also refer to Annex 2: *Notes for Employers of Part-time Studentships*.

Students are not eligible to apply for a part-time studentship if their employer is a degree awarding body. In exceptional circumstances the ESRC may accept an application if the student works at a degree awarding body providing this is not the same body as that where the student will be undertaking the PhD.

Some important points to note are:

- (i) applicants must have been accepted, or provisionally accepted, at the time of application as a part-time student under the institution's rules and regulations for registration,
- (ii) applications can only be made through outlets recognised by the ESRC for receipt of part-time studentships (see the *List of ESRC Institutions, Departments/Outlets and Programmes*),
- (iii) part-time students will be paid on a pro-rata basis,
- (iv) the ESRC will consider providing funding for fixed periods of study at full time, where the demands of the work are such that the studentship would benefit from wholly dedicated working, for example, in carrying out major fieldwork; or intense data processing or analysis. Any such period of full-time work would be restricted to between a minimum of 3 months and a maximum of 12 months. Students should indicate in the application form if there may be a possibility of applying, at a later date, for a period of full-time study. Students will be able to apply separately for this once the award has started, but it is important to flag the possibility at the application stage.

Applicants should note: raising the possibility of a period of full-time study in the application does not automatically entitle the candidate to a funding transfer. A separate request will need to be made to the institution during the period of the studentship. Each case will be judged on its merits.

All study undertaken as part of the ESRC award must be carried out within the UK, except for overseas fieldwork which is an integral part of the study, conferences, or training where an agreed part of a recognised advanced course takes place outside the UK, but within the EU.

Students will be expected to be a resident within a reasonable commuting distance of the Institution at which they are registered.

Applicants eligible for a part-time studentship will be competing on an equal footing with full-time applicants. All applications will be assessed using the same criteria as for full-time applications. The status as a part-time student is not a factor in the assessment process. This applies to all studentship competitions.

All students who wish to apply for an ESRC part-time research studentship must discuss their eligibility and application with their potential supervisor and, where applicable, their employer prior to submitting their application.

## **21. Academic and Residential Eligibility**

Anyone who can meet ESRC requirements for both academic qualifications and residential eligibility may apply for an ESRC studentship.

## **22. Academic qualifications required to apply for a studentship**

For both 1+3 and +3 awards, candidates must have qualifications of the standard of a good honours degree at first or upper second class level, from a UK academic institution. In the majority of cases, candidates will have undertaken an undergraduate course at a recognised UK higher education institution. However, some may have qualifications from outside the UK, or be able to offer a combination of qualifications and/or experience. In both cases, it will be necessary to ascertain whether these qualifications can be equated to an honours degree, and at what level.

### *Enhancement*

If applying for a 1+3 or +3 award, a less than sufficient first degree may be enhanced by the attainment of a Masters degree. In exceptional circumstances, the ESRC may also accept candidates

for Doctoral study who have never undertaken an undergraduate degree but have achieved a Masters degree. However, applicants should note carefully the additional requirements for +3 only awards (see section 2.33, below).

In addition, the ESRC may accept a candidate who has enhanced a less than sufficient undergraduate degree by at least one satisfactorily completed academic year of full-time study or its part-time equivalent (i.e. two years), towards a UK higher degree. However, applicants should note carefully the additional requirements for +3 only awards (see below).

When a candidate is applying who has enhanced their degree, this training / experience should be clearly stated on the application form as being of equal standard to completing a first in a degree or that it has sufficiently enhanced the candidate's knowledge to ESRC standards. This statement will be considered by the Examiner marking the application.

#### *+3 Awards Only*

Students applying for a +3 only award must also demonstrate on the application form that they will have completed, by 30 September 2010, the full research training requirements contained in the *Postgraduate Training Guidelines*. This would normally be through the '1' of an ESRC recognised 1+3 programme. Course organisers and/or departmental heads will be able to advise if the student's qualifications meet the criteria. Students with other qualifications will need to demonstrate how their qualifications equate with the *Postgraduate Training Guidelines* criteria. If the qualifications are more than 5 years old, then it will be expected that further professional experience and/or training in the relevant subject area would have been maintained.

#### *Professional Qualifications*

Membership of professional bodies or learned societies usually requires the candidate to have achieved, through formal training or work experience, a level of expertise which can be equated to that achieved by an honours degree student. The ESRC will accept such a professional qualification providing the candidate has also undertaken three years' subsequent full-time relevant professional work experience. The work experience would be calculated from the 1 October (i.e. to be eligible for a studentship from September/October 2010, the work experience will be calculated from 1 October 2006). However, applicants should note the additional requirements for +3 only awards (see above).

#### *Non-UK Qualifications*

Qualifications which have been attained outside the UK will need to be equated to the UK honours degree standard. Assessments are based on the British Council's NARIC guide. Candidates should be aware that whilst a higher education institution may accept a non-UK qualification for entry to the degree course at the institution, the institution will be required to assess whether the qualification is of sufficient standard for an ESRC award. Where a student with non-British qualifications is applying for a +3 only award, institutions will need evidence that they have acquired the necessary research training at postgraduate level as outlined in the *Postgraduate Training Guidelines*. For non-UK qualifications transcripts in English as well as details in the original language must be provided with the application form.

### **23. Residential eligibility to apply for a studentship**

British citizens are not subject to immigration control. Only other nationals who have been granted written permission to stay in the UK permanently are considered to have settled status. Residents of Northern Ireland, The Isle of Man or the EU please refer to Annex 1 for funding eligibility.

### *Established UK Residency*

All candidates are required to have established UK residency:

Part IV, Regulation 12 of the Education (Fees and Awards) Regulations 1983, and subsequent amendments, require that candidates for awards have a relevant connection with the United Kingdom. A relevant connection may be established if, at the date of application/nomination:

- (i) the candidate has been ordinarily resident in the UK throughout the 3-year period immediately preceding the date of an award,
- (ii) has not been resident in the UK, during any part of that 3-year period, wholly or mainly for the purposes of full time education, and
- (iii) has settled status in the UK within the meaning of the Immigration Act 1971 (i.e. is not subject to any restriction on the period for which he/she may stay).

It is important to note that residential eligibility is based on a physical presence in the UK. British citizenship in itself does not satisfy the residential eligibility requirement.

Please refer to Annex 1 if applicants are either European Union (EU) resident, UK resident with temporary absence, refugee or asylum seeker, holds Indefinite Leave to Remain in the UK, has Exceptional Leave to remain or enter, are a holder of a Visa, Work Permit, etc, a Migrant Worker (EU Nationals), are from a European Economic Area (EEA) Member State, a resident of Northern Ireland or The Isle of Man.

#### **24. Institutional Role in Checking of Residential Eligibility**

The agreed framework for decision making on residential eligibility is that on efficiency grounds the Institution will be primarily responsible and accountable for applying checks and making decisions although the ESRC will undertake a sample check on an annual basis.

ESRC places full reliance on residential eligibility approval checks undertaken by the Institution. Decisions made on this are fundamental to the validity of ESRC funding. In the event that any funded student was subsequently found to be ineligible, under Treasury rules this would require cancellation of the grant and recovery of sums paid, for which ESRC would hold the Institution liable.

ESRC does however provide a Helpdesk facility so that whenever an Institution has any doubt about residential eligibility, or the grounds on which residential eligibility might be established are complex, the case may be referred to ESRC for advice or a ruling. Accordingly the Institution would only bear any responsibility where in cases of doubt it failed to seek ESRC advice. The advice is obtainable from [PTDEnquiries@esrc.ac.uk](mailto:PTDEnquiries@esrc.ac.uk)



## **SECTION 3: GENERAL INFORMATION REGARDING ESRC STUDENTSHIP APPLICATION INFORMATION**

Application information about ESRC studentships is available on the ESRC website at: [Postgraduate and Career Development Opportunities](#)

Graduates from any subject or discipline may apply, so long as they meet the ESRC's requirements for academic and residential eligibility described in sections 21 to 23.

The ESRC reserves the right to deal as it sees fit with applications of an unusual character.

The ESRC reserves the right to refuse the application of any previous ESRC studentship holder whose studies, while supported by that studentship, were not completed satisfactorily.

### **25. Appeals**

Appeals against a decision should be made, through the student's institution, to the ESRC Studentship Appeals Officer. The ESRC will first satisfy itself that the correct procedures have been strictly followed. In any matter of discretion, the ruling of the Council is final.

### **26. Responsibilities of studentship holders**

Those receiving ESRC studentships and those responsible for supervising and organising their postgraduate studies are expected to abide by the ESRC rules and regulations from the date of acceptance of the offer of a studentship.

The ESRC accepts no liability for the manner in which the work in connection with the studentship is undertaken. The studentship holder and the institution in which the studentship is held are responsible in all respects for the work and its consequences.

### **27. Withdrawing an application**

If any student decides to withdraw their application for a studentship, they should immediately inform in writing both the ESRC and the department concerned.

### **28. What subjects the studentships cover**

There are seven Research Councils that provide support for postgraduate studies in Great Britain. Each of these bodies is responsible for providing postgraduate studentships only for its own range of subject areas. The seven award-making bodies are:

- (i) [The Arts and Humanities Research Council](#) (AHRC)
- (ii) [Biotechnology and Biological Sciences Research Council](#) (BBSRC)
- (iii) [Economic and Social Research Council](#) (ESRC)
- (iv) [Engineering and Physical Sciences Research Council](#) (EPSRC)
- (v) [Medical Research Council](#) (MRC)
- (vi) [Natural Environment Research Council](#) (NERC)
- (vii) [Science and Technology Facilities Council](#) (STFC)

Please note that support for postgraduate studies in Northern Ireland is provided by [www.delni.gov.uk](http://www.delni.gov.uk), Department for Employment and Learning, Northern Ireland (DELNI).

The Research Councils have the responsibility for making postgraduate awards to Northern Ireland domiciled students who wish to undertake postgraduate study at a higher education institution in Great Britain. Similarly, the Department of Education Northern Ireland (DENI) is responsible for making awards to GB-domiciled students who wish to undertake postgraduate study at a research organisation in Northern Ireland.

Candidates from Great Britain and Northern Ireland who wish to undertake postgraduate study at a Northern Ireland research organisation should apply to DENI, Rathgael House, Balloo Road, Bangor, Co Down, Northern Ireland, BT19 2PR for details of application procedures and closing dates.

Investigators at eligible Northern Ireland institutions may seek CASE studentships and project studentships as part of a research grant proposal and such studentships will be awarded and funded by ESRC rather than the Department of Education Northern Ireland (DENI).

Students are allowed to apply to only one Research Council for support to undertake a particular PhD. It is up to the applicant to find out which is the most appropriate body.

The main disciplines and subjects covered by ESRC studentships are listed below. Some subjects may or may not be the responsibility of the ESRC.

The main disciplines and subject areas covered by the ESRC for studentships are as follows (*SHORT CODE in brackets*):

- Area and Development Studies (AS)
- Economics (ECON)
- Demography (DEM)
- Economic and Social History (ESH)
- Education (EDUC)
- Human geography (GEOG)
- Linguistics (LING)
- Management and Business Studies (MBS)
- Environmental Planning (PLAN)
- Political Science and International Studies (POL)
- Psychology (PSY)
- Science and Technology Studies (STS)
- Social Anthropology (ANTH)
- Social Policy (SOP)
- Social Work (SW)
- Socio-Legal Studies (SLS)
- Sociology (SOC)
- Statistics, Methods and Computing (SMC)

Some of these discipline areas fall between the ESRC and other award making bodies' funding responsibilities depending on the exact nature of the proposed research. This will be particularly, but not exclusively relevant to those seeking +3 awards. An explanation of common areas of overlap follows.

#### *Area Studies and Demography*

If the emphasis is on language and literature, e.g. a study of Latin American novelists, the applicant should apply to the Arts and Humanities Research Council. If the emphasis is on Socio-Economic or

Geographical aspects of the area to be studied, e.g. a study of patterns of land ownership, the applicant should approach the ESRC.

#### *Cultural Studies and Media Studies*

If the emphasis of the proposed programme of study is on texts and/or images, e.g. a study of the depiction of women in films, the applicant should apply to the AHRC. If the emphasis is on the social impact of texts and images, using social science methodology, e.g. a study of the make-up of cinema audiences, the applicant should approach the ESRC.

#### *Economic and Social History*

The borderline between the AHRC's and the ESRC's subject remit is not defined by the period to be studied but by the content and/or methodology of the proposed course of study. If the emphasis is on Biography, or on Administrative, Legal, Military, Political or Religious History, the History of Science or of Ideas, or on Historiography, applicants should approach the AHRC. If the emphasis is on Social or Economic History, or the History of Education or of Technology, the ESRC should be approached.

If the proposed field of study is History of Art or Architecture, and if the emphasis is on socio-economic Aspects of Art and Design, or of Planning, the applicant should approach the ESRC. If the emphasis is on the study of artists, designers or architects and their work, the AHRC should be approached.

#### *Education*

The ESRC provides studentships in the areas of Educational Psychology, Anthropology and Sociology, and Education Administration, including the study of the curriculum, classroom organisation and practice, and the profession of teaching. If the emphasis is on the History of Education, the applicant should approach the ESRC. The ESRC does not provide studentships for teacher education.

#### *Socio-Legal Studies*

If the emphasis is on either the content or the procedure of the law, the applicant should approach the AHRC. If the emphasis is on the impact of the law using social science methodology, the ESRC should be approached.

#### *Linguistics*

Both the ESRC and AHRC in principle support Linguistics research in the core areas of Syntax, Semantics, Morphology, Phonology and Phonetics, but they divide their commitments as follows:

The AHRC has the major responsibility for purely theoretical research, pure language research, Philosophy of Language, Semantics, Pragmatics, Textual Analysis, Language Description, Typology, Comparative and Historical Linguistics and Philology.

The ESRC has the major responsibility for Linguistics research in the applied areas of Psycho-Linguistics, Computational Linguistics, Socio-Linguistics and Applied Linguistics, for interdisciplinary research spanning Linguistics and for example Psychology, Computer Science or Sociology; and for research which involves Advanced Statistical Methods, Psychological Testing, use of experimental data, survey collections and computational applications.

#### *Political Science and International Studies*

If the emphasis is on the study of political ideas (e.g. analysis of the writings of Thomas Hobbes), the applicant should approach the AHRC. If the research is empirical and uses social science research methods the ESRC should be approached.

### *Psychology*

Studentships for postgraduate training in Psychology are made by four different bodies, depending on the area the applicant wishes to study:

*ESRC:* Cognitive Psychology (topics in areas such as perception may be borderline, so check first with the ESRC), Developmental Psychology, Occupational Psychology, Social Psychology, certain aspects of Delinquency, certain aspects of Educational Psychology

*BBSRC:* Aspects of Psychology closely related to fundamental Biology and Animal Behaviour

*EPSRC:* Psychology closely related to Engineering aspects of Ergonomics and Cybernetics

*MRC:* Clinical Psychology

### *Statistics, Methods and Computing*

This area can include the demography and quantitative analysis of large and/or complex datasets in any social science subject area.

### *Women's Studies*

Where the subject is the literary or artistic representation of women, the AHRC is responsible. Where it is concerned with women in society, using social science methodology, the ESRC is responsible.

## **29. Seeking advice on remit queries**

The distinction between some of the fields of study covered particularly across the AHRC and the ESRC is in some cases a fine one.

A joint AHRC/ESRC statement on this matter is at: [AHRC/ESRC Statement on Subject Coverage](#)

If the proposed field of study falls on the borderline between the Humanities and the Social Sciences, the applicant should, as early as possible, consult the body that seems to be most appropriate. To help the AHRC and the ESRC with this process they should submit to either ESRC or the AHRC a brief synopsis of the thesis topic, and the proposed method, if that is relevant to the issue, by no later than 1 April for applications for the following academic year. This will enable borderline cases to be resolved before the May closing date for the open competition. The applicant will be informed of the decision reached.

Regrettably, neither the ESRC nor the AHRC can guarantee to reallocate any application if a synopsis is not submitted by 1 April. No competition application will be reallocated after 1 May. Students may therefore find their application is deemed to be ineligible, on remit grounds, if they submit an application to the wrong body and if they have not consulted either ESRC or the AHRC before 1 April.

The applicant should ensure to submit a completed application by the deadline to either the AHRC or the ESRC.

### **30. Contact details for application queries**

If the Central Administrative Authority has any questions related to an ESRC Studentships application/nomination, please e-mail the enquiry to:

[PTDEnquiries@esrc.ac.uk](mailto:PTDEnquiries@esrc.ac.uk)

## SECTION 4: KEY CONDITIONS FOR ESRC STUDENTSHIPS

The ESRC accepts applications and makes awards on the understanding that institutions, supervisors and students agree to observe the rules, regulations and procedures set out in the *Guidance Notes for Applicants* and this *Postgraduate Funding Guide*. Recipients of ESRC awards are expected to abide by the ESRC rules and regulations from the date of acceptance of the offer of an award.

Awards are given to successful candidates who will pursue their studies in research training outlets or on advanced courses which the ESRC has recognised for the quality and relevance of their training provision.

Awards are therefore made on the assumption that the institution has adequate facilities for the research or training proposed in accordance with the requirements of the *Postgraduate Training Guidelines*, and that the policies, procedures and facilities specified in the outlet's submission to the ESRC for the purposes of recognition will be applied in relation to each award holder.

Some awards are also made for one year Masters studentships (such as the CLG Bursary scheme) where another sponsor is funding the awards and the ESRC are acting as their agent. Students undertaking such one year Masters courses are also required to agree to the rules, regulations and procedures set out in these funding Guidelines. However, some of the terms and conditions may apply to research students only. If in doubt, please contact the ESRC.

The ESRC is concerned with maintaining a high standard of training and supervision, and for this the Council relies on the co-operation of officers of the institution, heads of departments and others who make or support applications.

The ESRC takes seriously its role to support high quality training opportunities for postgraduate students and believes in the consistent application of policies and practices to promote equality of opportunity and to eliminate unlawful discrimination.

The ESRC expects that Research Organisations are fair and transparent in the recruitment of students; students must be selected and treated on the basis of their merits, abilities and potential, regardless of their sex, transexuality, race, nationality, religion, religious beliefs, sexual orientation or age.

Research Organisations are expected to comply with all equal opportunities legislation in force and where an organisation is shown to be in breach of these, ESRC is prepared to invoke sanctions.

The ESRC relies on the institutions administrative authorities to ensure that they make full use of all other sources of financial assistance open to students, and that the authorities' own expenditure on postgraduate awards in the social sciences is not reduced on account of the ESRC studentships awarded to their students.

The ESRC accepts no liability for the manner in which the work in connection with the award is undertaken. The award-holder and the institution in which the award is held are responsible in all respects for the work and its consequences.

ESRC studentship awards can cover fees, maintenance and other allowances and expenses, depending on the student's situation, circumstances and type of award (see section 5).

Where ESRC studentship awards cover the cost of maintenance and approved tuition fees, the award may cover the whole cost or it may supplement scholarships or grants from other sources if that income is clearly inadequate (see section 5).

If a student already holds an award from, or is otherwise financially supported by, another organisation and the ESRC considers that award, or other form of support, to be sufficient to cover maintenance and/or tuition fees, the student will not be eligible for an award from the ESRC.

An ESRC award holder who is subsequently granted an additional award or an equivalent form of support which is sufficient to maintain the student, e.g. from employers to employees on secondment on full pay, will not be entitled to ESRC support from the date on which the new award/form of support starts (but see also section 5).

ESRC accepts that there will be circumstances within the period of an award where it may be appropriate for the award to be suspended, or the period of the award to be extended, or for the award to be converted to part-time status (or vice versa).

All study undertaken as part of the ESRC award must be carried out within the UK, except for overseas fieldwork which is an integral part of the study; conferences, or, training, where an agreed part of a recognised advanced course takes place outside the UK, but within the EU.

Students may not, for example, write up their thesis whilst resident outside the UK during the period of their ESRC award. In such a case fees and/or maintenance grant will not be payable in respect of the student award. Students will also be expected to be resident close to the institution at which they are registered and we would expect there to be direct contact between the student and supervisor at least in accordance with the relevant sections of the HEI Code of Practice. This applies to full-time and part-time students.

## **SECTION 5: PAYMENTS AND ALLOWANCES**

### **31. Devolving Payments to HEI's**

In October 2006 ESRC moved to a more devolved system of decision making in relation to the administration of its studentships. ESRC makes payments of awards by bulk payments to institutions on a quarterly basis rather than making maintenance grant payments direct to students. The bulk payments include maintenance grant payments for students, tuition fees and Research Training Support Grant (RTSG).

As part of this process institutions were also enabled to take more local decisions regarding changes to student circumstances and monitoring student progress.

This system is similar to the type of arrangements that institutions may already have in place for paying and administering studentships from the Doctoral Training Grant system used by some of the other Research Councils. The ESRC has, however, continued to retain strategic control over award allocations and informs institutions of the level of payments to individual students.

ESRC studentships can be held on a full-time basis, part-time or 'fees only' basis in the case of award holders from EU countries other than the UK.

A Full-time studentship awards consist of four parts:

- (i) payment of approved fees (as set and agreed by the Research Councils),
- (ii) Research Training Support Grant (RTSG) for students in the +3 stage of awards, which includes UK fieldwork and attendance at conferences,
- (iii) maintenance grant for the student, and
- (iv) payment of additional allowances if the student meets the qualifying criteria, e.g. Disabled Students Allowance and the overseas fieldwork allowance.

A Part-time studentship consists of:

- (i) payment of approved pro-rata part-time fees,
- (ii) a pro-rata maintenance grant,
- (iii) a pro-rata Research Training Support Grant (RTSG) for students in the +3 stage of awards, which includes UK fieldwork and attendance at conferences.

A Fees only studentship consists of:

- (i) payment of approved fees (as set and agreed by the Research Councils)
- (ii) Research Training Support Grant (RTSG) for +3 award holders, which includes UK fieldwork and attendance at conferences

### **32. Payment process**

ESRC no longer offers or confirms awards directly to students. Institutions will be notified of studentship application results including confirmation of student nominations for all schemes. Institutions will then take over responsibility for the awards. They will be required to inform all students of the outcome of ESRC applications and to advise new students on the payment arrangements within their institution. The ESRC would expect all students to have been contacted by universities no later than 7 August. For quota nominees this should be possible well in advance of 7 August.

Prior to making the first bulk payment, institutions will be sent a statement of account in late August 2010 based on the approved students logged on the ESRC systems at that time. This statement will be in two parts. The first part will show the total annual amounts due to the research organisation broken



down by quarterly amounts (see Annex 5 for example). The second part will show an account for each student giving the total annual amount due but this will not show the actual quarterly amounts (see Annex 6 for example). The account will need to be signed off by the research organisation and returned to the ESRC before any payment can be made.

The first bulk payment instalment will be made in mid September to research organisation finance offices via BACS transfer. The sum paid will include tuition fees, maintenance grant, disciplinary enhanced stipend and Research Training and Support Grant (RTSG) and will be an estimated amount based on standard rates for all students (depending on type of studentship offered). Institutions will then be expected to transfer maintenance grant payments to individual students. Frequency of payments to students will be at the discretion of the institution. Further bulk payments will be made in December, March, and June.

Quarterly instalments will not take account of any additional allowances to individual students approved by the research organisation or any award amendments made during the academic year. Instead, the ESRC will issue an annual reconciliation form in September each year. Institutions will return a completed annual reconciliation detailing any amendments to studentships (as described in Annex 3) and payments made. Again, this will be in two parts, an overall institutional claim and a breakdown by student (see Annex 6 and 7 for example). The ESRC will issue a balancing payment, either debiting or crediting the HEI.

A full timetable of the processes for 2010 is attached at Annex 4.

The following sections outline what each element of the payment is intended to cover.

### **33. Basic Maintenance Grant**

The maintenance grant is intended to cover all normal living expenses. A higher rate is paid to students registered at an institution in London. This does not apply to the CLG one year Bursary Scheme for Masters degrees in Town and Country Planning.

Part time students receive a pro-rata maintenance grant.

Students who have received a 'fees only' award are not eligible for maintenance payments.

Quarterly instalment payments to institutions may vary in value as they are calculated on the actual number of days in each quarter based on the start and end dates of each studentship. Institutions will make arrangements direct with students for the payment of the maintenance grant and additional allowances. Frequency of payments to students may vary between institutions.

Students on extended fieldwork in London (i.e. at least 3 months) and therefore requiring a base in London can also claim the London maintenance grant allowance for the duration of their fieldwork. Any period of UK fieldwork will not be expected to exceed 12 months.

When a student withdraws or suspends their studies the HEI must advise the ESRC in an annual claim/reconciliation. This must include the revised end date(s) and reason for withdrawal or suspension. Any advance payment made to a student who has withdrawn or suspended must be repaid by the student to the institute.

### **34. Income Tax**

Payment under an ESRC studentship is not regarded as income for tax purposes.

### **35. National Insurance**

The ESRC will not make any payment for a student's National Insurance (NI) contributions. It is for the student to decide if they wish to pay contributions as a non-employed person. They should be referred to their local Department for Work and Pensions about their position to determine the effect of non-payment of contributions on any further claims for benefit including longer term pension entitlement. Students may become liable for NI contributions in connection with any paid teaching or demonstrating they undertake.

### **36. Enhanced stipends**

#### *Disciplinary Enhanced Stipend*

The ESRC has identified two disciplines/fields that experience specific challenges in attracting and retaining high quality students. These are Economics and Advanced Quantitative Methods.

Since October 2006, new students in receipt of a standard Nomination (quota) or Proposal (open) competition studentship (not joint studentships or Case studentships) undertaking advanced quantitative methods training during the PhD can make a case for an enhanced stipend of £3,000 above the standard stipend per annum. The enhancement is intended to encourage students to undertake training in advanced quantitative methods and to apply this in their PhD research and beyond.

New +3 Proposal (open) competition and Nomination (quota) applicants will need to apply for the stipend as part of the Je-S application form.

New 1+3 students applying will need to indicate in their application that they wish to apply for the enhanced stipend for the +3 part of the award. This information is available in the Je-S guidance notes.

1+3 students successful for an ESRC award who have indicated that they wish to apply for the enhanced stipend for the +3 part of their award, will be required to complete a 'Request for AQM' form.

All current ESRC students due to commence the +3 part of their award who are not in receipt of the enhanced stipend are eligible to apply. Applicants wishing to apply will need to complete a 'Request for AQM' form.

**Link to: [AQM form](#)**

All current students in the second or third year of their +3 award and not previously in receipt of the enhanced stipend are not eligible to apply.

The Research Training Support Grant (RTSG) for AQM award holders will be increased from the standard rate of £750 per year to £1,000 per annum. This is to support cost of training in advanced quantitative methods.

#### *AQM enhanced stipend progress reports*

All current ESRC students in receipt of the AQM enhanced stipend are required to produce a short annual progress report. This will help to assess whether they should continue to be paid the enhanced stipend, based on the quantitative tools and techniques they are using in their doctoral research.

**Link to: [Progress Report](#)**

#### *Additional Payments for CASE Students*

CASE awards are collaborative studentships linked with private, public and third sector organisations. CASE students receive an allowance each year from the non-academic partner in addition to their maintenance grant. This will be subject to local agreement on conditions between the HEI and the organisation but is likely to be dependent on satisfactory progress and the production of specified written work. The non-academic partner will also pay an allowance each year to the HEI as a contribution to their costs. Other terms and conditions of CASE awards are the same as for standard full-time research awards. The minimum contribution from the non-academic partner is detailed in Annex 9.

CASE students will also receive an enhanced stipend from the ESRC of £2,000 above the standard stipend.

#### *Studentships in collaboration with other Research Councils/Government Bodies*

Some ESRC awards are joint studentships linked with other research councils or Government bodies. Students undertaking these awards will receive an enhanced stipend of £2,000 above the standard stipend.

**IMPORTANT NOTE:** CASE award holders can now receive an AQM enhancement on top of their enhanced stipend but the total enhancement for both cannot exceed £3,000 (for example, a student can receive a £2,000 CASE enhancement plus a £1,000 AQM enhancement). The terms and conditions that are applied to the AQM stipend still apply for CASE award holders.

### **37. Tuition Fee Payments**

HEIs are responsible for the payment of tuition fees from the ESRC funding. Tuition fee payments cover tuition, registration, validation/ examination fees up to an annual maximum as listed in Annex 9. This is the fee set by the Research Councils. Any difference between the Research Council fee payment level and what an institution charges should *not* be met by the student. In the case of the Universities of Oxford and Cambridge, the ESRC will pay college fees as notified to the Research Councils by the universities.

### **38. Approved fees**

Approved fees for full time students do not include:

- (i) payment for residence in college. This is paid out of the student's maintenance grant,
- (ii) any examination which is taken for the second time,
- (iii) any deposit which is ultimately repayable to the student (for example, caution money),
- (iv) charges for typing and binding a thesis or dissertation, and
- (v) payment for any expense incurred either before the award starts, or after it is formally ended.

The ESRC is not responsible for the fees of students who interrupt their studies before their ESRC award expires. If these fees have been paid in advance, the ESRC may reclaim them.

Students who wish to move from a part-time status to full-time or vice versa will have their fees adjusted accordingly by the institution, provided the ESRC terms and conditions are observed (see section 7).

### **39. Payment of fees**

The ESRC will pay a set amount to the Finance Office at the institution in four instalments on 15 September, 15 December, 15 March, and 15 June. Entitlement to fees is based on the student being

registered at the Research organisation on the four qualifying dates of 1 October, 1 January, 1 April and 1 July each year.

If the student is suspended on any of these dates, or withdraws before a qualifying date, then they are not entitled to the fees for this period. Adjustments will therefore need to be made by the institution in the annual claim/reconciliation.

#### **40. Research Training Support Grant (RTSG), Incorporating UK Fieldwork**

Once the +3 element of a studentship has started, all students will be eligible for a Research Training Support Grant (RTSG) including a UK Fieldwork Allowance. This includes part-time and fees only award holders.

The RTSG is not payable for students undertaking the Masters element of a studentship (the 1 of a 1+3 and the first 2 of a 2+ 2 award).

This allowance is intended to be used to pay for expenses which the student/ supervisor/department deem to be in direct support of a student's research. Examples are:

- (i) UK Fieldwork Expenses,
- (ii) UK, EU and overseas conferences and summer schools,
- (iii) language training courses usually undertaken in the UK prior to an overseas fieldwork trip,
- (iv) reimbursement of interpreters, guides, assistants,
- (v) survey costs, e.g. printing, stationery, telephone calls,
- (vi) purchase of small items of equipment e.g. cameras, tape recorders, films, cassettes, and
- (vii) gifts for local informants.

This allowance is personal to the student who is fully entitled to use this grant for the purposes outlined above. If a student does not spend this allowance in full during the academic year, they can carry over any unspent funds in to the next academic year as long as this is within the period of their ESRC award. This allowance must not be top-sliced or 'pooled' by the department/institution. Department costs that need to be met, including the use of facilities, should be charged to the student on a 'pay for use' basis not as a flat fee.

In exceptional circumstances, institutions may consider requests from award holders to purchase laptop or other computer equipment from this allowance. Any such request must be clearly and adequately justified based on the nature of the research being undertaken and as being essential for the successful completion of the PhD. In these instances, any equipment purchased in excess of £200 should remain in the custody of the HEI following completion of the award.

Both the institution and the student have the responsibility to ensure that they are familiar with the institutional procedures for making a claim.

Payments will be made to the Research organisation Finance Office in four instalments, on 15 September, 15 December, 15 March, and 15 June.

#### **41. Disabled Student's Allowance (DSA)**

Any disabled student who, because of disability, is obliged to incur additional expenditure in connection with their studies, may be eligible for an allowance. However, any requests for DSA must be made and agreed in advance of the student committing any expenditure for which ESRC funding is

sought. No awards can be made for retrospective purchase of any equipment, facilities or personal assistance in connection with a student's disability.

DSA can be claimed from the institution in respect of non medical helpers, daily expenses and equipment. Non-medical helper's covers support workers, specialist tutors, library assistance, note takers, etc. The daily expenses allowance includes items such as travel costs, internet connections, insurance, etc, (please note that photocopying and consumable costs can be claimed by Masters students only, +3 students should claim these expenses from their RTSG). Meanwhile equipment covers items such as PCs, laptops, printers, software, desks, chairs, mini-disc recorders, etc. The amount of each allowance is not fixed: the actual amount of entitlement is determined according to individual needs. However, the maximum rates are listed in Annex 9.

Students who have received a 'fees only' award are not eligible for the DSA. Part-time students may however apply.

#### *How students should apply*

A student should apply for DSA via their nominated contact/disability office. The student would need to demonstrate, in writing, that they are incurring additional expenditure in connection with their studies, because of their disability. As much detail as possible will need to be given by the student about their disability and the effect it is having on their studies. Any request for DSA must also be accompanied by a letter from the student's doctor, or some other medical authority, in support of their case. No case can be considered without a medical letter of support. On receipt of these documents the student can be referred for a needs assessment for which the ESRC will contribute a maximum of £500 (inc VAT).

Where capital equipment or non-medical helper's are required, at least two quotes and costing should be provided and the cheapest quote and costing always supplied. For capital equipment, the ESRC would expect one of these quotes to be from the HEI because in many instances institutions have contracts with suppliers and can therefore obtain discounts. Non-medical helpers and daily expenses have to be applied for annually at the start of the academic year.

#### *DSA Rates*

Research Councils do not have set rates for DSA. However, Research Organisations Disability Support Advisors and others may find it useful to refer to the Department of Innovation, Universities and Skills (DIUS) rates for undergraduate DSA as an indicator of the likely levels of funds a disabled student may require:

Link to: [DSA support at college or university](#)

#### *How DSA payments should be managed*

Claims and decisions regarding DSA entitlement will be dealt with by each individual research organisation with no need for referral to the ESRC. The only exceptions to this would be where be on individual student claims for an allowance which would incur commitments above £25k over the lifetime of the studentship or where the annual amounts exceed those on the website above. These cases would need to be referred to the ESRC at the time of institutional review.

Payments in association with DSA would be made by the research organisation direct to students/suppliers. Amounts paid by the research organisation would then be highlighted at the reconciliation stage and subsequently reimbursed through the balancing claim.

Students may find the DIUS booklet “Bridging the Gap” a useful guide, this can be found on the following website:

[http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG\\_10034900](http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034900). They also have a free information helpline on 0800 731 9133. The Quality Assurance Agency for Higher Education has also published a Code of Practice (Section 3: Students with disabilities) which covers provisions for disabled students: <http://www.qaa.ac.uk/academicinfrastructure/codeofpractice/>. The website at SKILL: National Bureau for Students with Disabilities can be viewed at [www.skill.org.uk](http://www.skill.org.uk).

## **42. Young Dependants Allowance (YDA)**

Entitlement to this allowance is dependent on the student being in receipt of YDA on 30 September 2006. Any new or continuing student will not be entitled to make a claim for YDA after 30 September 2006 as the allowance will be discontinued from this date (with the exception of those students already in receipt of it).

Students should inform their supervisor immediately about any change in their circumstances which could affect their eligibility. Failure to do so can lead to an underpayment (where a student will not receive allowances to which they are entitled), or an overpayment (which the HEI will need to reclaim from the student).

Continued eligibility for YDA is based on a student having a child or children under the age of 18 who is their sole financial responsibility. Sole financial responsibility means that they are not in receipt of any monies, directly or indirectly, from other sources in support of the child(ren). YDA must not be paid if they are married or have a partner. Where there is a spouse/partner ‘benefit in kind’ is deemed to exist. State benefits received by the student are disregarded.

## **43. Overseas Fieldwork**

*Who is eligible?*

Full-time students undertaking the +3 element of their award are eligible to apply for overseas fieldwork expenses. ‘Fees only’ or Masters students (including those in the 1 of a 1+3 and the first stage of a 2+2 award) are not eligible to claim this allowance.

Part-time students can become eligible for an overseas fieldwork grant if they transfer for a fixed period to a full-time status for the duration of the fieldwork.

Full-time ESRC studentship award holders undertaking the +3 element of their award may be able to make one claim for overseas fieldwork expenses in the life of the award. Their proposed overseas fieldwork should have been outlined in either their original application form or at the end of their first year of a 1+3 award. Students must still obtain approval from their Finance Office prior to undertaking any fieldwork.

If the Foreign and Commonwealth Office advises against visiting the country concerned, the Finance Office must not authorise payment of any contribution towards the fieldwork costs.

Any subsequent changes to fieldwork plans set out in the original application, such as length of stay or location, must be agreed by their supervisor beforehand.

Students will need to speak to their supervisors with regard to how they claim this allowance.

*What the allowance covers*

A student's overseas fieldwork visit will normally last for up to twelve months. However, if a student can demonstrate a strong case for a visit longer than twelve months, fieldwork of up to a maximum of 18 months may be granted. Students who remain in the field for periods longer than have been formally agreed with their supervisor and the institutions Finance Office will not be able to make retrospective claims for expenses or for extensions to the period of award / thesis submission date

Overseas fieldwork must be an integral part of the PhD and take place during the life of the award. Studentships will not be extended to reflect periods in the field.

If approval is given for overseas fieldwork lasting more than nine months, it may be appropriate to advise that either one return visit to the UK by the student, or one visit to the field by the supervisor, should take place. This visit should occur half way through the period of fieldwork research and must be financed within the allowance given. No further funding may be given.

If the student returns to the UK to consult their supervisor, it is recommended the visit last for a maximum of 10 days. No extension to the fieldwork period can be given to compensate for time spent on a return visit to the UK by the student.

The overseas allowance does not cover reimbursement to the institution for any loss of the supervisor's teaching time.

The overseas allowance does not cover the expenses of any family member accompanying the student.

The overseas allowance will not be increased to cover expenses incurred by the student whilst abroad.

The amount of funds awarded to contribute to overseas fieldwork expenses is calculated using the Research Councils banding system (Annex 10). This is based on the country being visited and the length of time the student will be abroad (the banded rate includes an element for insurance purposes. It is strongly recommended that students take out insurance to cover their period of fieldwork). The calculation to be used is front end element + (weekly rate x number of weeks). For example, 39 weeks in India is  $£500 + (£50 \times 39) = £2,450$ .

Once this allowance has been calculated, it is the student's responsibility to manage the funds allocated.

If for any reason the fieldwork is abandoned or is unsuccessful and the student returns to the UK early, the HEI should recover the fieldwork allowance less any reasonable expenditure already incurred.

It is the student's responsibility to apply directly to their supervisor for any period of overseas fieldwork.

#### **44. Part-Time Studentship Awards**

##### *Approved fees*

The ESRC pays a pro-rata rate to the Finance Office, in respect of part-time students.

This amount is intended to cover:

- (i) the tuition fees set by the admitting institution,
- (ii) part-time college fees will also be paid for Oxford and Cambridge students on a pro-rata basis of the full-time college fees.

Approved fees for part-time students do not though include:

- (i) any examination which is taken for the second time,
- (ii) any deposit which is ultimately repayable to the student (for example, caution money),
- (iii) charges for typing and binding a dissertation or thesis, and
- (iv) payment for any expenses incurred either before the award starts, or after it is formally ended.

Fees are not due in respect of any student who interrupts their studies before their ESRC award expires. Any advance payment of fees for a student who has subsequently withdrawn or suspended must be repaid by the institution.

If a student wishes to move from a part-time to a full-time studentship or vice-versa, the ESRC will continue to pay their fees provided the ESRC terms and conditions are observed.

#### *Payment of part-time fees*

The amount of funding will be paid on a pro-rata basis direct to the institution.

#### *Expenses for Part-time Studentship Award Holders (Research Training Support Grant)*

This will be paid on a pro-rata basis direct to the institution. This allowance is intended to be used to pay for expenses which the student/supervisor/department deems to be in direct support of a student's research. Examples are:

- (i) preparation for, and carrying out, necessary fieldwork, including survey expenses,
- (ii) essential visits, for example, to specialist library collections or archives,
- (iii) attendance at conferences where the programme is directly related to the work and the supervisor strongly recommends attendance, and
- (iv) photocopying, especially in circumstances where extra photocopying charges are incurred, for example when certain library services are unavailable such as short-term loans.

#### *Basic Maintenance Grant*

Students will receive a pro-rata maintenance grant from the ESRC.

#### *Overseas Fieldwork Expenses*

Part-time students are not eligible to claim overseas fieldwork expenses (unless the student has been approved for a change of status for a fixed period by the research organisation).

#### *Disabled Student's Allowance*

Part-time students may apply for Disabled Student's Allowance on the same basis as full time students.

### **45. 'Fees Only' Awards**

'Fees-only' student fees are paid on the same basis as a full or part-time studentship. 'Fees only' students receive RTSG on the same basis as a full or part-time studentship but are not eligible for any other allowances (i.e. maintenance grant, DSA, etc).



## **SECTION 6: INCREASES TO AWARD LENGTHS**

The ESRC will not provide more than five years funding to any full-time student or more than seven years funding for any part-time student under any circumstances. Any initial funding request of less than five years for full time or four years for part time can be extended for any of the following reasons.

### **46. Difficult Language Training**

Up to one extra year's support may be considered if the student needs to acquire or develop a working ability with a difficult language in order to carry out fieldwork or other parts of their research (this is over and above the year allowed for a Masters degree plus the three years allowed for a full time research degree). Students in their Masters year of the 1+3 are not eligible for apply. Any anticipated difficult language training should be mentioned in the student's original application. Extensions beyond 6 months should only be allowed if the student needs to spend an extended period of time overseas in order to obtain these language skills. If the student has already undertaken a relevant Masters degree, it is expected that some progress with language acquisition will have been made. Please see Annex 11 for guidance on the 'groupings' of languages.

### **47. Language training for UK fieldwork**

A flat rate of £200 can be paid to students conducting fieldwork in the UK and who need to learn a difficult language, for example Welsh, Gaelic or sign languages. No increase to the award length can be granted in these instances though.

The student will need to apply to their supervisor regarding any request for difficult language training. Notification of approved periods should be passed to the ESRC by the institution's Nominated Contact in the annual reconciliation. In the cases of extensions because of difficult language training this must include the new end date and the reason why it has been approved.

### **48. Training in Film Making**

Where film or video recordings are an integral part of the evidence submitted and used in defence of a thesis, an extension of up to six months may be granted by the research organisation to enable training in film making. The ESRC expects, however, that students interested in film as research data will have already undertaken training prior to the start of their PhD studies, for example, through a Masters degree course in Visual Anthropology. Where an extension is also being requested for a difficult language, the overall length extension cannot exceed 12 months.

The student will need to apply to their supervisor regarding any request for training in film making. Notification of approved periods should be passed to the ESRC by the institution Finance office in the annual claim/reconciliation. In the cases of extensions because of difficult language training this must include the new end date and the reason why it has been approved.

### **49. Overseas Institutional Visits**

All ESRC funded research award holders are eligible to apply for paid extensions of up to three months to their PhD studentship in order to visit overseas institutions. Students in the Masters year of a 1+3 award are not eligible to apply.

For full-time research students this allowance will provide financial support and time for students to:

- undertake additional specialist research training;
- develop language skills;
- establish research links that will be beneficial to their current or future academic career, and
- attend and participate in seminars where directly relevant to their research.

Fees only students will be entitled to just additional time.

Students can apply for up to three separate trips as part of their overseas institutional visit but the total period spent overseas during the period of the studentship must not exceed three months in total. All trips must be included in a single application.

Students and their supervisors should give consideration to the timing of institutional visits. Visits are intended to be an integral part of the PhD research and, as such, any visit taking place in the final year of the studentship must be completed at least three months before the end of the studentship period.

The process for applying for an overseas visit changed with effect from 1 October 2008. From this date, students who wish to undertake overseas institutional visits must apply directly to ESRC, application forms will be available on the ESRC website:

*<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/postgraduate/fundingopportunities/OUVs.aspx>*.

Applicants must demonstrate that there is a planned programme of work and applications must be supported by both the supervisor and proposed host research organisation. In the application students and their supervisors must make a strong case for how the proposed visit adds value to their PhD programme. The ESRC does not expect any proposed overseas institutional visit to have been mentioned in the student's original application.

Applications can be made at any time of year but must be made at least three months before the intended date of travel.

All applications will be considered by a panel of experts and decisions will be sent to the nominated institutional contact. Institutions will be responsible for making visit payments directly to students in line with ESRC financial regulations and notification that payments have been made should be sent to ESRC in the annual reconciliation.

The ESRC's contribution to the visit will be calculated using the published banded rates (Annex 10). Where multiple trips are planned, students can apply for up to three front end elements (for upfront costs such as flights) in addition to the weekly subsistence rate for the country they intend to visit. The calculation to be used is: front end element + (weekly rate x number of weeks).

Students must submit a visit report of between 1000 and 2000 words within two weeks of completion of the visit. The report should detail the outcomes of the visit and how participation has enhanced their PhD. This report should be countersigned by the student's academic supervisor. If students fail to submit a satisfactory end of visit report within two weeks of completion the ESRC will withhold payment of visit expenses to their institution.

No retrospective claims will be considered.

## **50. Internship Scheme**

The Internship Scheme is a joint initiative offered by the ESRC and a number of government/public bodies and other organisations. This scheme is open to all ESRC funded PhD students who are currently in full time or part time equivalent when taking part in an internships award. An Internship

must be an integral part of the student's PhD, and therefore must start at least 3 months prior to the end date of their award, and not within the first 3 months of the PhD.

Award holders offered an internship will receive a 3 month extension to their PhD award and have access to an allowance of up to £3,000 for accommodation and travel.

Fees only students will receive the 3 month extension to their award which will include the payment of fees. Fees only students **are** entitled to the £3,000 accommodation and travel allowance.

Whilst applicants may apply for more than one internship, if successful they can only accept one. Only one internship will normally be permitted per award. Internships must take place within the period of the award and not take place at the end of the funding period.

The ESRC will reimburse up to a maximum of £3,000 for accommodation or travel costs per internship for fully funded students only. Fees only students **are** eligible to claim. All expenses must be incurred during the internship period. It is the applicants' responsibility to secure accommodation.

#### *How to apply*

Students must apply to the ESRC, via their central institutional authorities, in response to internship calls. These calls will be posted on the ESRC website. The ESRC will then notify the HEI of the outcome of the student's application.

## **51. Maternity/Paternity Leave**

### *Maternity leave*

If a student becomes pregnant such that the expected date of confinement will occur during the period of their award, the ESRC will allow up to six months paid maternity leave without the level of their award being reduced. Financial support for any time beyond six months should be sought from the institution's Access Fund in the first instance. Should the circumstances of an award be changed following a period of maternity leave, students should notify their supervisor and Nominated Contact immediately and efforts will be made to take account of these circumstances in flexible ways. The total period of financial support available to students will not be extended beyond the usual thirty-six months plus the period of up to six months maternity leave.

Students may also apply for up to a further six months' suspension of their award (unpaid) because of the pregnancy, providing a total period of paid and unpaid maternity leave of up to twelve months. Please note that such paid and unpaid periods of leave must be taken consecutively. If a student chooses not to take the full twelve months at the time of their pregnancy they will not be able to take the remaining period at a later date.

Due to the structured nature of most taught Masters programmes, students who take maternity leave during the '1' element of their '1+3' award are expected to rejoin their course in the subsequent year at the stage at which they left it. This is to ensure that all elements of the training are successfully completed in advance of the +3 element of their award. This would normally require the six months paid maternity leave to be automatically followed by a six month period of unpaid leave.

It is the student's responsibility to apply directly to their Nominated Contact and supervisor. This application must be supported by a copy of their MAT B1 form. The ESRC will need to be advised of any maternity leave in the annual claim/reconciliation submitted by the institution. This must include the new end date.

### *Paternity leave*

A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. This period is regarded as additional leave of absence from studies and the award will not be extended. If the student needs to take any further time, this must be taken as a suspension to the award.

It is the student's responsibility to apply directly to their supervisor. The ESRC will need to be advised of any suspension period in the annual claim/reconciliation submitted by the institution Finance Office.

### **52. Adoption Leave**

If a student adopts a child during the period of their award, the ESRC will allow up to six months paid adoption leave without the level of their award being reduced. Financial support for any time beyond six months should be sought from the institution's Access Fund in the first instance. Should the circumstances of an award be changed following a period of adoption leave, students should notify their supervisor immediately and efforts will be made to take account of these circumstances in flexible ways. The total period of financial support available to students will not be extended beyond the usual thirty-six months plus the period of up to six months adoption leave. Students may also apply for up to a further six months' suspension of their award (unpaid) because of the adoption, providing a total period of paid and unpaid maternity leave of up to twelve months. Please note that such paid and unpaid periods of leave must be taken consecutively. If a student chooses not to take the full twelve months at the time of the adoption they will not be able to take the remaining period at a later date.

It is the student's responsibility to apply directly to their supervisor. This application must be supported by official documentation. The ESRC will need to be advised of any adoption leave in the annual claim/reconciliation submitted by the institution Finance Office. This must include the new end date.

### **53. Third Year (+3) or Fourth Year (1+3)**

In some instances a +3 student will apply for only 2 years of funding, and a 1+3 student 3 years of funding believing, at the point of application, that they will be able to complete their studies within this timescale. If it is later found that this is unrealistic a student can request funding for a third year of a +3 or a fourth year of a 1+3 (provided that the maximum length of funding has not already been exceeded and the student's registration has been upgraded to PhD status).

Any request from a student will need to include a revised timetable which must detail how the additional time will be spent.

The student will need to apply to their supervisor. The ESRC will need to be advised of any additional funding agreed under these terms, in the annual claim/reconciliation submitted by the institution Nominated Contact. This must include the new end date and the reason why this extension has been granted.

### **54. Disabled Students**

In exceptional circumstances, where a disabled student has suffered from a health condition which has affected their ability to work at a normal pace throughout their research additional funding of *up to* 12 months can be considered. It is important to note that there is no automatic entitlement to a full 12 months of additional funding, extension requests must relate to the actual period of time lost up to a

maximum of 12 months. The possibility of applying for an extension should not deter students with a disability from applying for Disabled Students Allowance.

Applications will be considered on a case by case basis and should be discussed with the ESRC in the first instance. In considering such applications, ESRC would need to be assured that the student had already undergone a needs assessment which would have informed any additional resources or support the student required throughout the prior period of study.

## SECTION 7: TRANSFERS

### 55. Higher Education Institution (HEI) or Course/Outlet Transfers

In exceptional circumstances, the ESRC will consider requests for the transfer of a standard studentship after registration to another institution or outlet. The reasons for such a request must be fully and clearly explained, and statements in support of the proposed transfer must be supplied by all the academic authorities concerned.

Transfers can only be considered to outlets that hold the relevant type of recognition for that studentship (i.e. full time, part time, or CASE). If a student wishes to transfer to an outlet or course which is not recognised by the ESRC, or to a subject outside the ESRC's remit, then they will have to withdraw from their ESRC award.

Whilst it is anticipated that students will not transfer between 1 and plus 3, a transfer would be possible in exceptional circumstances. These would have to relate to changes in academic or personal circumstances.

Awards that are held by outlets and not individual students, i.e. CASE, NERC, MRC, CLG and quota awards are not transferable unless the supervisor highly recommends the student's request for a transfer. The written agreement of the collaborating partner would be required in addition to the statements of support from the academic authorities of both institutions.

Students must obtain permission *in advance* from the ESRC to transfer an award. If arrangements are made to transfer to another institution or outlet and then seek retrospective approval of a transfer, this may result in the award being terminated. Failure to seek approval in advance may also necessitate the recovery of fees and/or maintenance grant already paid.

A case for a HEI or course/outlet transfer cannot be considered if it is made in the final year of the award or which will apply only to the final year of the award.

You cannot assume that an award will be transferable on request to a different institution or outlet.

#### *How students apply to transfer a studentship award*

Students must apply to the ESRC, via their Nominated Contact. Any request must be supported in writing by both HEIs or course/outlets and in the case of a collaborative studentship, the collaborating partner as well. Approval from the ESRC must be sought no later than 3 months prior to the intended date of transfer. The ESRC will then notify HEIs of the decision. Where possible, the date of the transfer should coincide with the quarterly payment dates.

### 56. Permanent Transfer Between Part-Time and Full-Time Registration

A student may apply to transfer from a full-time to part-time studentship award or vice-versa. Each case must be considered on its own merits.

The rules governing permanent transfers are:

- (i) a case cannot be considered if it is made in the final year of the award or which will apply only to the final year of the award,
- (ii) holders of collaborative awards will require the agreement of the collaborating partner before any request can be considered,
- (iii) a transfer will not normally be allowed for acute health problems where suspension of an award is the appropriate course of action. However, where a health problem might prevent a student

from permanently studying on a full-time basis, a case for a transfer to part-time can be considered,

- (iv) a transfer from part-time to full-time cannot involve employment that would prevent the student from working on the PhD on a full-time basis,
- (v) a transfer from full-time to part-time will be considered where a change in domestic circumstances means that a dependant requires more of the award holders time, or where the award holder has taken up full-time employment (provided that the employer is not the diploma-awarding or degree-awarding body at which you are undertaking your PhD),
- (vi) fixed period transfers are unable to be considered within the first two years of a part-time 1+3 award as this period is reserved for the Masters training element of the studentship.
- (vii) a transfer can only be approved if the outlet has the necessary ESRC recognition status (e.g. if a student wishes to transfer to part-time status then the outlet must be part-time recognised).

If a request to transfer is approved, the maximum length of support available will be reduced or increased appropriately depending on the funding already given. The length of the studentship would be re-calculated to account for any change in s

tatus. The calculation assumes a ratio of 3:5 (full-time: part-time): hence one year full-time is equivalent to 20 months part-time. Thus a part-time student who has a fixed full-time period of 6 months will have their award period *reduced* by 4 months (i.e. 10 months minus the 6 actually worked). This assumes the student satisfies the usual length of funding criteria set out in the Postgraduate Funding Guide. If the student does not meet the usual length of funding criteria then they may not be eligible to apply for a transfer.

If the case for an award to be transferred from part-time to full-time status is approved, the maintenance grant, research organisation fees and other allowances as appropriate would be offered on a pro rata basis, depending on the period remaining on the award. Other terms and conditions will be the same as for full-time students, particularly those relating to part-time working.

If a student transfers from full-time to part-time registration, they will be eligible for the normal allowances paid to part-time students.

A student's request for a permanent transfer from part-time to full-time or vice-versa, needs to be submitted to their supervisor for a decision. The ESRC will need to be advised of the funding change and the new end date in the annual claim/reconciliation submitted by the institution Nominated Contact.

EU students should note the eligibility for the payment of maintenance grant will also be subject to the residency regulations and they should discuss the issue with their institutional authorities before making any arrangements.

## **57. Changes of status for part-time students for fixed periods**

Few part-time students wish or are able to convert to full-time, but there are often benefits to be gained by the student undertaking a fixed period of full-time study, for example: to carry out fieldwork; or to carry out detailed data analysis work, where there is a very large dataset. There might be other cases that would be appropriate: each request must be treated on its own merits and on the strength of the case put forward.

In the case of a change of status to conduct fieldwork, the ESRC would expect the original proposal to indicate that extensive fieldwork is being proposed. This might not specify firm dates or a fixed plan, but the intention should be clearly stated.

As such, part-time students will be permitted to apply for fixed periods of full-time study of between 3 months and one year. This would have to be taken as a single block, rather than at intervals. A student may make more than one such request, although no one will be awarded more than one year in total over the whole period of the award.

In any request from a part-time student for a fixed period transfer of status they must detail:

- (i) what work will be done,
- (ii) the benefits to them and their thesis,
- (iii) an explanation of why the work cannot be done part-time,
- (iv) the period of the transfer,
- (v) other relevant details, e.g. training required, supervisory arrangements etc, and
- (vi) a clear statement confirming that they have been released from their job for the period and that they will be working full-time on their PhD.

It is extremely important to note that the ESRC cannot pay maintenance grant if a student is undertaking paid work in excess of that already permitted for full-time students. For any block of full-time study therefore, the student must take unpaid leave from their place of work.

For any approved change of status period a student would have the same terms and conditions as a full-time student and, in particular, they will need to stay within the restrictions which apply to 'other work' for the period. A maintenance grant and full-time fees would be paid to the student on a pro rata basis.

The length of the studentship would also be re-calculated to account for any change in status.

A transfer will not be considered within the first two years of a part-time 1+3 award as this period is reserved for the Masters training element of the studentship.

A part-time student's request for a change of status for a fixed period needs to be submitted to their supervisor for a decision. The ESRC will need to be advised of the funding change and the new end date in the annual claim/reconciliation submitted by the institution Nominated Contact.



## **SECTION 8: MONITORING OF ACADEMIC PERFORMANCE**

### **58. Conditional Awards**

Where the ESRC has offered a conditional award subject to satisfactory undergraduate degree result or confirmation of the Masters degree the institution will be able to confirm awards to students when degree classifications are known. The institution will be required to inform the ESRC, via the annual claim, of any student not achieving a degree result which meets the academic eligibility criteria referred to in Section 2 and who is subsequently withdrawn from funding.

### **59. Deferral of Student Start**

An ESRC studentship will normally start on 1 October. A later starting date may be possible in exceptional circumstances though, for example in the case of illness, or if a student needs to give notice to a current employer.

When a student enters an outlet on a 1+3 basis the ESRC would not recommend a deferral being approved of less than twelve months. This is because a deferral in these circumstances would be disruptive to any planned programme of research training in their first year.

Supervisors and in the case of a collaborative studentship, the collaborating partner also, will need to approve any deferral request. HEI's will need to advise the ESRC of any deferrals in the annual claim/reconciliation submitted by the institution Nominated Contact. The new start and end dates will need to be given in all cases.

### **60. Regular Monitoring of Academic Performance**

The ESRC do not require supervisors to report student progress to the ESRC. It does however expect the institution to follow departmental Codes of Practice and internal quality control mechanisms. All the research councils subscribe to the Quality Assurance Agency's (QAA) Code of Practice on Postgraduate Research Programmes and therefore require institutions in receipt of research council funding to adhere to the QAA code. The ESRC would normally expect supervisory arrangements to be put in place at the outset to facilitate the transition from Masters training to the PhD itself. There should be frequent contact between student and supervisor to review progress during the Masters as well as through the period of doctoral research.

Students in receipt of funding for masters training (of any length) should not be permitted to continue to receive funding for the PhD if the masters degree is not awarded. Likewise if at any point during the masters or PhD studies the student is not considered of the required standard to complete the PhD funding should be withdrawn.

Institutions have a responsibility to withdraw funding in such circumstances and for reclaiming any overpaid maintenance grant or allowances to the student. Institutions do not have to confirm satisfactory progress to the ESRC on a regular basis but will report on student terminations in the annual claim/reconciliation.

### **61. Termination**

HEIs must only consider termination of a studentship as a last resort and, when a student is identified as experiencing difficulty, every effort must be made by their supervisor and institutional authority to work with the student, to enable successful completion of their studies. Therefore, if any student experiences difficulties with the progress of their studentship that may adversely affect completion, they should discuss any problem immediately with their supervisor.

If a student finishes their studies before the end of their studentship, supervisors must give students formal written notice of the date, which should be mutually agreed with the student, on which training will be deemed to have ended. It is reasonable, assuming the agreement of the supervisor in consultation with the student that up to four weeks notice may be allowed to complete domestic arrangements together with up to two weeks leave. This period should not extend beyond the next date for payment of the maintenance grant.

If a student submits their thesis before the end of their award, continuation of funding can be considered if the student has an agreed programme of work related to the publication of their research which they propose to pursue. This is approved by the institution Nominated Contact following receipt of written support from the supervisor.

If a full-time student takes up paid full-time employment, before the expiry date of their award, the award will terminate on the date of appointment unless a prior arrangement has been made with the ESRC to transfer to a part-time award.

If an award is prematurely terminated for any reason, the student must repay to the HEI any monies including maintenance grant, fieldwork contribution, etc overpaid to them. All debts that arise as a result of over payments, for whatever reason, must be actively pursued by the HEI. Furthermore, students must refund any amount paid, which is more than the amount due for whatever reason, and to which they are no longer entitled by virtue of a change in status of their studentship. This includes any payment for a period after the student ceases to be registered for the course or training, whether by their own decision or that of the institution. Students and HEI should take care to query immediately any payments received which are in excess of the expected amount. It should also be noted that recoverable fixed legal costs must be added to a debt where these are incurred.

A studentship may be terminated, or its conditions varied, at any time, at the absolute discretion of the ESRC.

HEI's will need to advise the ESRC of any terminations in the annual claim/reconciliation submitted by the Nominated Contact. The reason for the termination and the effective date will need to be given in all cases.

## **62. Suspensions**

Studentships are intended to be held on a continuous basis. Sometimes though a student may need to interrupt studies, for example as a result of their own persistent health problems or those of dependants, or to take up the opportunity of a temporary, short term post which can be justified as being highly relevant to their thesis or research training.

Suspensions can be approved provided that:

- (i) the period of suspension does not exceed one calendar year in any one instance. Total periods of suspension must not exceed one calendar year during the lifetime of the award,
- (ii) the student's supervisor has given their permission for the student to suspend their studies. For CASE awards the collaborative partner must also indicate their approval of any requested suspension period;
- (iii) the student's supervisor certifies that the suspension of studies will not delay the submission of the final thesis by more than the length of the suspension;
- (iv) the request is made in advance: retrospective requests must not be accepted.

Suspension of studies requests must not be considered on the grounds of financial hardship.

Due to the nature of training received in the Masters year of a 1+3 award, suspensions should be for 12 months to allow the student to rejoin the course at the same point at which they left it.

In some rare instances a supervisor may suggest a period of suspension where it is believed to be in the student's best interests. The HEI and ESRC reserves the right to withhold maintenance grant payments and fees until such issues are resolved.

Periods of suspension are usually added to the standard calculation of the thesis submission date and thus taken into account when the ESRC thesis submission rates are calculated.

If an award is suspended for any reason, the student must repay to the HEI any monies including maintenance grant, fieldwork contribution, etc overpaid to them. All debts that arise as a result of over payments, for whatever reason, must be actively pursued by the HEI. Furthermore, students must refund any amount paid, which is more than the amount due for whatever reason, and to which they are no longer entitled by virtue of a change in status of their studentship. This includes any payment for a period after the student is suspended whether by their own decision or that of the institution. Students and HEI should take care to query immediately any payments received which are in excess of the expected amount. It should also be noted that recoverable fixed legal costs must be added to a debt where these are incurred.

Where there is any doubt about a student's continuation of studies, then a temporary 'hold' should be placed on maintenance grant payments to students until issues have been resolved.

Students should be aware that they should advise their supervisor of any period of certificated illness that exceeds two weeks, regardless as to whether or not the student is suspending studies.

Supervisors and in the case of a collaborative studentship, the collaborating partner, will need to approve any suspension request. HEI's will need to advise the ESRC of any suspension of studies in the annual claim/reconciliation. The change to the end date of the studentship will need to be given in all cases.

### **63. Illness**

If a student is prevented from working by illness for a continuous period of more than two weeks they must inform their supervisor immediately and send in a medical certificate. They should also inform their supervisor if they suffer frequent short absences for medical or other reasons that are likely to lead to considerable delay in their programme of study. This is particularly important if they are a research student, as periods of leave notified in this way can be taken into account when calculating their thesis submission date.

**+3 Students** - Payments of the award can continue for absences covered by medical certificates for up to 13 weeks, within any twelve month period. However, the total paid period of an award, including payment whilst ill, must not exceed the original offer of length of funding. For longer periods of illness the award will be suspended and no payments will be made. Students who are absent for more than 13 weeks are advised to seek support from the Institution's Access Fund as entitlement to all ESRC support will cease until study is resumed. Students and supervisors should note that where a suspension is approved, an overpayment of maintenance may result as maintenance payments are made in advance. All overpaid sums must be recovered from the student by the HEI. Abeyances on account of illness must not normally be approved for periods in excess of twelve months. However, in cases where a student is confidently expected to resume study within the current academic term a degree of discretion can be exercised.

**1+3 Students** - please note that the 13 weeks paid sick leave rule would not normally apply to 1 + 3 students in their first year (masters). Students who are taken ill in their Masters year for more than a few weeks would normally be expected to request a suspension of their award.

Part-time students in this position should note the rules and their regulations with regard to the payment of fees and notify their supervisor in the case of long term illness.

#### **64. Change to Project Details**

Students must be made aware that it is a condition of award that significant changes to the title and/or focus of their research need to be approved in advance by their HEI. Such approval should not be given unless a clear justification is provided.

Only in the most exceptional circumstances should a radical change of topic or direction be approved for the research (and consequently a complete change of title) where a student has a +3 studentship or has commenced the +3 of a 1+3 studentship. Some studentship awards are made through an open competition in which a number of criteria determine the allocations of such awards. The strength of the individual candidate is only one such factor and the quality of the research proposal, its significance for the subject area and the match between the thesis topic and the supervisory expertise available also inform the assessment of applications.

HEIs are requested to advise the ESRC of changes to project titles in the annual claim/reconciliation.

#### **65. Change to Supervision**

The Head of Department, School or Faculty will have appointed an appropriate member or members of staff of the institution to act as supervisor(s) or advisor(s) to the student and be responsible for student progress. The principal supervisor must be in the student's department which must have ESRC recognition.

Any requested changes in supervision will need to be approved by the student's Head of Department, School or Faculty. The Head of Department, School or Faculty has the right to turn down a supervisor if they consider he/she is not suitable/appropriate or has insufficient experience.

Any new supervisors should be aware of their responsibilities towards their students as laid down in the *Postgraduate Training Guidelines* and this funding guide.

#### **66. Thesis Submission Dates**

Students holding 1+3 awards should submit within 5 years of commencing the '1' (or 4 years from the commencement of the +3). Students holding +3 awards must submit within 4 years of the commencement of their award.

Part-time students holding +3 awards must submit within 7 years. Students holding part-time 1+3 studentships will be required to submit within 9 years. As such, students who have a fixed period of full-time study - whatever the length - retain their 7 or 9 year submission date, depending on the status of the award.

All students should aim to submit by the end of their funded period. Students will find it much more difficult to finish writing their thesis whilst also undertaking full-time employment.

Where a student submits their thesis within the period of the award the date of submission normally becomes the funding end date. An overpayment of maintenance may result as maintenance payments are made in advance. All overpaid sums must be recovered from the student by the HEI.

If a student submits their thesis before the end of their award, continuation of funding can be considered if the student has an agreed programme of work related to the publication of their research which they propose to pursue.

Extensions to the submission date cannot be considered in retrospect. Where a student experiences problems relating to accident, illness or exceptional personal circumstances during the course of their study, the ESRC will consider a case for extending their submission deadline. Any request for an extension to the submission date due to illness cannot be considered unless evidence of illness has been provided to the HEI at time of the illness. Nor can extension to submission dates be granted for periods of employment (no matter how relevant they may be to the writing up of a thesis or to career opportunities) after the award has finished.

#### *How students apply for a submission date extension*

Students must apply to the ESRC, via their nominated contact, 2-3 months before the submission deadline date. Any request must be supported in writing by their supervisor and be fully supported by medical evidence if the request is based on an illness. The ESRC will then notify the HEI of the decision.

## **67. Publication of Results/Thesis Abstracts**

Decisions on whether the results of a student's work are published are at the discretion of the student and supervisor.

However, if a decision is made to publish any of a student's work, as an ESRC-funded postgraduate student, it must include an acknowledgement of ESRC financial support. Following discussions between the Research Information Network, Research Councils, other funders and journal publishers, a standard format has been agreed for acknowledging funders in journal articles. This is to enable improved tracking of the publications generated by funded research projects.

For articles published in journals, or deposited in institutional or subject-based repositories, the acknowledgement of funding should take the form of a sentence as in the following example, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Economic and Social Research Council [grant number xxxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by a semi-colon, with "and" before the final funder. For example:

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Engineering and Physical Sciences Research Council [grant number aaaa].

Students are advised to refer to the ESRC data policy that is available on the ESRC Website. ESRC-funded students are strongly encouraged to offer copies of any machine-readable data for deposit at the UK Data Archive, or, if their dataset is qualitative, they should offer a copy to the Qualidata archival resource centre: both archives are located at the University of Essex and they should contact whichever is more appropriate. If they think they are likely to produce a dataset of any kind, they are recommended to contact the UK Data Archive or Qualidata at an early stage in their studentship to

determine whether the material is suitable for deposit and, if so, the form in which it will need to be supplied. The staff at the Archive/Qualidata will be pleased to advise students and specifications for the machine-readable data and documentation can be found in the Data Archive's Data Preparation Manual which is obtainable from the Archive.

Any enquiry should be addressed to either: UK Data Archive, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ; or, ESDS Qualidata, Economic and Social Data Service, UK Data Archive, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ. Both archives have websites which provide further details:

<http://www.esds.ac.uk/qualidata/>

<http://www.data-archive.ac.uk/>

At the time of deposit of any dataset, students will be asked to sign a licence contract specifying the degree of confidentiality to be observed in making the data available to others.

As an important source of public funding for postgraduate training in the social sciences, the ESRC has an obligation towards the general public and academic community to try to ensure that such training is conducted in a professional manner and will not give rise to distress or annoyance to individuals. It therefore attaches considerable importance to the maintenance of high ethical standards in the training it supports as well as in the development, conduct and reporting of the research undertaken.

Should any ethical considerations arise in the design or conduct of any proposed postgraduate study, a student and their supervisor(s) should address these explicitly. Full consideration should be given to such ethical implications drawing on any ethical standards which are appropriate to their discipline. In particular, students should ensure that:

- (i) they are aware of any published material on research ethics relevant to their discipline or field of study, such as guidelines published by Learned Societies;
- (ii) potential ethical issues are identified and built in to the design of the research at an early stage,
- (iii) they are open and honest about the aims, methods and intended use of results from your postgraduate studies, and
- (iv) that confidentiality of data on individuals is maintained within the limits of the law.

Please see Section D of the *Postgraduate Training Guidelines* for further information and guidance relating to both datasets and research ethics.

It is the ESRC's policy that potentially valuable results or products arising from ESRC funded research and postgraduate training should, where practicable, be exploited for the benefit of the UK economy, the quality of life of the nation, the institution, the award holder and the UK social science community. This policy applies to all forms of results or products, regardless of the nature of the intellectual property rights involved.

Whilst the ESRC does not retain any rights for itself from the exploitation of the results or products of the work of the students it supports, it is concerned that students and institutions are able to benefit from the exploitation of such results or products. In particular, award holders should not enter into any agreement, whether implicitly or explicitly, giving any other person or organisation the right to suppress results or products of work which has been funded by the ESRC. Supervisors and students involved in collaborative arrangements with organisations, for example through CASE studentships, need to be fully aware of their position; unwary students have sometimes been prevented from publishing their thesis. University Registrars or Industrial Liaison Officers should be able to offer advice to students.

If any postgraduate training is likely to produce results or products that might be commercially exploited, it is important to ensure that any potential benefits can be realised. Institutions should have an established procedure for dealing with Intellectual Property Rights. Further information on commercial exploitation can be found in the ESRC publication, *Research Funding Guide*, which is available from university Registrars or Finance Officers, or from the ESRC website.

It is a requirement of the student to ensure that the information they provide is accurate.

The ESRC may, from time to time, provide information on ESRC funded students to third parties on a discretionary basis. This will be primarily for the purpose of providing students with information relating to research training, research funding or employment opportunities.

Students and researchers who believe that they may have a product that might be commercially exploited are invited to take part in the Research Councils Business Plan Competition. The competition is open to researchers from across the whole breadth of activity supported by the Research Councils. The competition presents the opportunity to win up to £25,000 of start-up funding. Further details on the competition are published at <http://www.rcuk.ac.uk/innovation/bpc>

## **68. Scholarships and Research Work**

The ESRC would encourage research students to take up other scholarships whilst undertaking their ESRC studentship. In particular, the ESRC would encourage students to participate in schemes such as ERASMUS/SOCRATES and the Marie Curie Fellowships. In addition, there may be times when the offer of a particular piece of research work will greatly add to the quality of a student's PhD study being undertaken although such work would not be considered appropriate within the Masters training year. However, it is important to note that there may be implications for financial entitlement made under the ESRC studentship award in these circumstances.

If a student takes up a scholarship, research work or additional research training during the course of an ESRC full-time studentship, then the following rules must be applied:

- (i) a suspension of the studentship will apply, if the study, research or training undertaken during the period is relevant but not integral or essential to the ESRC studies,
- (ii) an honorary studentship should be counted against the three-year limit if assistance given by the scholarship or research work is used for the same purposes for which the ESRC studentship was awarded: thus, the thesis submission date will not be amended, and
- (iii) students undertaking Marie Curie Fellowships or research work will have their awards suspended for the duration of the Fellowship. The ERASMUS/SOCRATES scheme is normally counted as an honorary studentship.

If a scholarship award is paid by a foreign government on a non-reciprocal basis, the ESRC will supplement the award to the level of an ESRC studentship in accordance with the rules on residency and length of funding. This supplement is not though available in the case of contract research work.

Students wishing to undertake any scholarship or research work, whether suspended or honorary, are required to put their case in writing to their supervisor. This must detail the relevance of the work proposed to the student's PhD study and also the type of supervision and any training that will be received whilst on the scheme.

## 69. Employment

ESRC Studentship Award holders are encouraged to undertake a certain amount of paid teaching or other research work during their studentship provided that they spend a minimum of 1800 hours each academic year on their doctoral research and research training. Their programme of postgraduate training must be compatible with such work and their supervisor must approve.

Please note that the figure of 1800 is based on recommendations about the difference between full and part-time. It equates to a 37.5 hour week for 48 weeks. You should note that ESRC allows for 8 weeks holiday per year and when this is taken into account, reduces the 1800 hours figure to 1,650.

The ESRC is supportive of their students undertaking demonstration, teaching and other duties in their department, where these do not interfere with the progress of their research degrees. The Council recognises that such duties can provide valuable skills in regard to future academic careers, and also very valuable generic employment skills such as communication and interpersonal skills. However, Research Council stipends are training awards and do not cover remuneration for duties which would reasonably be considered to constitute employment. Where Research Council students undertake demonstration or teaching, or other types of employment in an institution, they should be paid for this in addition to receiving the minimum ESRC stipend.

Further to this, demonstrating, teaching, or other types of employment, should not be a compulsory element of research training, and institutions should seek to provide a range of development opportunities for their students.

In coming to this decision, the Council considered the following:

- (i) a stipend is a tax-free award for the purposes of undertaking a period of education and training. Income earned from employment duties is taxable in the normal way,
- (ii) the Council would expect to see the contribution of research students to demonstration or teaching work formally recognised and recorded as employment by an institution, with appropriate contractual obligations and training, and
- (iii) research students should be given information about their entitlements and responsibilities in undertaking a postgraduate research programme at the outset of their studies.

Students may undertake a small amount of other paid work either in term time or vacation. The ESRC does not, however, encourage such work especially during the times when they are expected to be engaged fully in research training and thesis preparation.

Full-time ESRC studentship award holders cannot also hold either a full-time job, or a permanent part-time job, during the period of their award.

Part-time students in receipt of a pro-rata maintenance grant must not be in full time employment.

A part-time student cannot be permitted to change employment during the course of their award, so that their new employer is the same degree awarding body at which they taking their PhD.

If a part-time student wishes to suspend their award for a period because of a temporary employment opportunity which is relevant to their area of research, the maximum period of suspension will be based on whether the employment is full or part-time. Therefore the normal maximum suspension of 12 months will apply if the employment is full-time but may be calculated on a pro-rata basis if the employment is part-time.



## **70. Holidays**

Full-time students are allowed up to eight weeks holidays (including public holidays) each academic year as approved by their supervisor.

If a studentship covers a period of less than 12 months in any academic year, a student's holiday entitlement will be reduced on a pro rata basis.

## **71. Finisher/Questionnaire**

All research students will be required to complete a finisher/exit questionnaire 2-3 months prior to the end of their ESRC funding.

The form can be downloaded from the following address:

[Exit Questionnaire](#)

and should be returned to either the e-mail or postal address detailed in section 72. Please note that the ESRC will no longer be sending this form out to students and it is now their responsibility to download the form at the appropriate time.

Students should take this opportunity to notify ESRC of any problems which have or might impede progress on their thesis. This is important because if they subsequently experience difficulty meeting their submission deadline we will not be able to take into account any factors which have not been previously notified to the ESRC.

The remainder of the Questionnaire gives students the opportunity to provide the ESRC with feedback relating to the supervision they have received and the research environment within their institution. The final section asks for information on short term career plans and any careers advice received.

PLEASE NOTE THAT NO FURTHER APPLICATIONS FOR FUNDING WILL BE CONSIDERED BY THE ESRC WHILE A 'FINISHER/EXIT QUESTIONNAIRE' IS OVERDUE.

## **72. Contacting the ESRC about Award Payments/Amendments**

The ESRC can be contacted in writing in the following ways by the Central Administrative Authority or Finance Office. Individual students or supervisors must not contact the ESRC directly. The institutional contact will act on their behalf.

**By e-mail:** [ESRCFamresearchteam@esrc.ac.uk](mailto:ESRCFamresearchteam@esrc.ac.uk)

**By post:** Finance and Awards Management  
ESRC  
Polaris House  
North Star Avenue  
Swindon  
SN2 1UJ

## **73. Complaints and Appeals**

The ESRC keeps records of any complaints and appeals. The definitions are set out below.

A Complaint addresses the performance not the policy of the Council, and requests an investigation and response about unacceptable response times to enquiries or correspondence, discourteous or unhelpful correspondence (written or oral), inadequate supply of information within a reasonable time-scale, a decision perceived as perverse in the light of available facts and procedures, or any other apparent breakdown in the standards of service or operation of procedures on the part of the ESRC.

An Appeal is defined as a request to vary a decision of the ESRC in the light of available facts. Appeals may not be made against the judgements of ESRC Boards, Panels or other bodies taken under due procedures, unless it is argued that the judgement is perverse or that due procedure has not been followed. An appeal may be paralleled or succeeded by a complaint but individuals making appeals against ESRC decisions should indicate separately in writing if they also wish to make a complaint.

Complaints and Appeals will also be distinguished from critical comments. The last will not be treated as a complaint or appeal unless formally lodged as such.

#### *Complaints procedure*

Anyone wishing to make a complaint should first write to the Director of Finance and Awards Management. If a complaint involves the Director of Finance and Awards Management the complaint should be addressed to the Chief Executive of the ESRC.

The letter should state the complaint clearly, that it wishes an investigation of and response to the complaint and the reasons for the complaint following the categories in the definition above. A response will normally be made within 15 working days.

#### *Appeals Procedure*

Anyone wishing to make an appeal against a decision should write to the Director of Finance and Awards Management citing the specific decision and setting out clearly the substantive basis of the appeal. A response will normally be made within 15 working days. Appeals relating to studentship allocations are dealt with under a separate procedure and should be addressed to the Appeals Officer, Policy and Resources Directorate.

#### *Student grievance procedure*

In the event of a student experiencing serious problems with supervision or any other academic matter that cannot be resolved at the department level they should follow the usual institutional grievance procedure.

## RESIDENTIAL GUIDELINES

### ESTABLISHED UK RESIDENCY

1. Part IV, Regulation 12 of the Education (Fees and Awards) Regulations 1983, and subsequent amendments, require that candidates for awards have a relevant connection with the United Kingdom. A relevant connection may be established if, at the date of application/nomination:
  - (i) the candidate has been ordinarily resident in the UK throughout the 3-year period immediately preceding the date of an award, and
  - (ii) has not been resident in the UK, during any part of that 3-year period, wholly or mainly for the purposes of full time education, and
  - (iii) has settled status in the UK within the meaning of the Immigration Act 1971 (i.e. is not subject to any restriction on the period for which he/she may stay).

**NB** Following the Bidar Judgement in 2005, EU nationals who are resident in the UK only need to follow criteria A from the above list (EU nationals who have been resident in the UK for 3 years immediately preceding the date of an award for the purpose of full time education are now eligible for a full grant.)

British citizens are not subject to immigration control but only those other nationals who have been granted written permission to stay in the UK permanently are considered to have settled status.

It is important to note that residential eligibility is based on a physical presence in the UK. British citizenship in itself does not satisfy the residential eligibility requirement.

### Temporary Absence

2. A UK citizen may have spent an extended period living outside the UK, either for study or employment. Most candidates in these circumstances will be able to show that they have maintained a relevant connection with their home country and therefore claim that the absence was temporary. "Temporary" does not depend solely on the length of absence.

For the purposes of eligibility, a period of ordinary residence will not be treated as being interrupted by an absence which is caused by:

- (i) the temporary absence abroad, by reasons of training or employment, of the candidate, the candidate's spouse or parents, or
- (ii) the temporary full time education abroad of the candidate or spouse.

The applicant may be asked to provide copies of temporary contracts of employment and/or other documentary evidence to prove temporary absence.

An expatriate, or the child of an expatriate, who may have been born in the UK or abroad, and appears to have returned to the UK for full time education, is required to establish temporary absence. In order to be eligible, it must be shown that:

- (i) the absence abroad was involuntary, and attempts were made to remedy the breach with the UK at the earliest opportunity,
- (ii) there was no individual intention to sever links with the UK, and

- (iii) links have been maintained through visits and vacation work.

It should be noted that anyone who is resident in a country, is normally subject to the residence and tax conditions of that country. A resident may or may not acquire other rights by virtue of living there, but birth or long-term residence does not automatically confer similar rights to those of the citizens of that country. If a candidate has opted for full citizenship of a country other than the UK, then the candidate will be ineligible.

### **3. Refugees and Asylum Seekers**

A candidate who has been granted full refugee status by the Home Office, or is the child or spouse of a refugee, has settled status and is eligible on residence grounds, provided that he/she has not ceased to be resident since being granted asylum or refugee status. Such candidates must provide documentary evidence of their status, usually in the form of a letter from the Immigration and Nationality Department of the Home Office.

Candidates who are 'asylum seekers' are required to demonstrate settled status to be eligible.

### **4. Indefinite Leave to Remain**

Candidates who have been granted Indefinite Leave to Remain (ILTR) by the Home Office have been given the right to reside in the UK, and thus have settled status. ILTR is usually given to those who have already spent a period in the UK, and are looking to take up British Citizenship. A candidate who holds ILTR must nevertheless, establish a relevant connection as set out in the Introduction above. Documentary evidence will be required.

### **5. Exceptional Leave to Remain or Exceptional Leave to Enter**

Candidates who have not been recognised by the Home Office as meeting the terms of the 1951 United Nations Convention on Refugees may be granted Exceptional Leave to Remain (ELR) or Exceptional Leave to Enter (ELE). The granting of ELR recognises that the current situation in the candidate's country of origin makes it impossible for him/her to return home. Thus, the holder of ELR may be allowed to settle in the UK if the home situation does not improve. Also, he/she is entitled to work in the UK and claim unemployment benefit and, after a certain period in residence, may be able to apply for ILTR, and subsequently British citizenship.

Candidates who have been granted ELR/ELE do not have the same entitlements as refugees. They will however, be eligible on residence grounds if they have spent the previous three years in the UK, not wholly or mainly for the purpose of receiving full-time education.

### **6. Visas, work permits, etc.**

Candidates who are resident in the UK on a student visa, work permit or dependant visa, have restrictions on the time they may stay in the UK and cannot demonstrate a relevant connection or settled status, will not be eligible on residence grounds.

### **7. 'Tuition Fees only' Studentships for EU Nationals to Study in Great Britain**

Candidates from EU countries other than the UK, are generally eligible (subject to their eligibility on grounds of academic qualifications) for awards restricted to the payment of tuition fees only; no maintenance award will be payable. In order to be eligible for a 'fees only' award,

a candidate must be ordinarily resident in a member state of the EU, in the same way as UK candidates must be ordinarily resident in the UK.

Currently, the member states of the European Union (EU) are as follows:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, The Irish Republic (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, The Slovak Republic, Slovenia, Spain, Sweden and the United Kingdom.

## **8. Migrant Workers (EU Nationals)**

Articles 7 (2) and Article 12 of Council Regulations (EEC) No. 1612/68 allow for candidates who have established a relevant connection with the EU to be eligible for a full award to include maintenance, as 'migrant workers'. A migrant worker can be defined as an EU citizen who is employed in a member state of the EU who should be treated as a national of that member state. Similarly, a child or spouse of a migrant worker is also eligible to be treated in the same way. However, the following conditions must be met:

- (i) the employment should be full-time and of significant duration. Therefore, a candidate engaged in part-time or short-term casual employment, or who has been effectively unemployed, cannot be considered to hold migrant worker status. Additionally, the employment would be expected to be relevant to the candidate's previous or future course of study, although employment of a 'professional' nature will be considered on its merits,
- (ii) the employment should not be ancillary, i.e. taken up with a view towards engaging in subsequent studies, or subject to the candidate being accepted for the training for which he/she is to be nominated. An example of this would be a candidate who has been employed as a Research Assistant in a research organisation department where a future award is to be held,
- (iii) with regard to the children of migrant workers, it must be shown that the candidate's residence is as a consequence of the parent's past or present employment. A child who has not been resident in the UK during the parent's employment, or departed with the parent at the cessation of that employment, will not be eligible to claim migrant worker status.

## **9. Candidates from European Economic Area (EEA) Member States**

The arrangements for migrant workers are also extended to candidates who are nationals of the EEA member states of Iceland, Liechtenstein and Norway. Where such candidates meet the migrant worker requirements they will be eligible for full awards. However, as these countries are not member states of the EU, candidates will be ineligible for fees only awards.

## **10. Residents of Northern Ireland**

If the applicant is usually resident in Northern Ireland and can meet the eligibility requirements in the same way as described for residence in Great Britain, they can be considered for a studentship if they intend to study on an ESRC recognised Masters Course or in a recognised department in Great Britain.

If the applicant is usually resident in Northern Ireland or Great Britain and wish to study in Northern Ireland the Department for Employment and Learning, Northern Ireland is responsible for awarding postgraduate studentships. The address is: Department for

Employment & Learning, Adelaide House, 39/49 Adelaide Street, Belfast. BT2 8FD.  
Telephone 028 9025 7777. [www.delni.gov.uk](http://www.delni.gov.uk)

#### **11. Residents of the Isle of Man**

If the applicant is ordinarily resident in the Isle of Man, they should apply direct to the appropriate education authority. The address is:

**The Isle of Man Department of Education**

St George's Court  
Upper Church Street,  
Douglas  
Isle of Man  
IM1 7QF  
Tel: 01624 685784

A candidate from the Isle of Man cannot establish eligibility for an award through any period of ordinary residence in England, Scotland or Wales during which they have been in full time education.

## Notes for Employers of Part-Time Students

**Part-time applicants for an ESRC studentship who are in employment should ensure that their employers read these notes.**

1. The Economic and Social Research Council (ESRC) is an independent government funded body set up to promote Social Science research. One way it does this is through its support for studentships, usually for study towards a doctorate.
2. These studentships are administered by the ESRC's Policy and Resources Directorate which is advised by the ESRC Training and Development Board whose members represent the Social Science research interests of higher education institutions (HEIs), government, business, industry and the voluntary sector.
3. ESRC studentships are highly regarded in the academic community and the competition for them is intense.
4. Only those departments in HEIs which have been formally recognised by the ESRC for the strengths of their research training may receive studentships. This research training must be formal with an emphasis on general and transferable skills.
5. Students may apply on a full-time or part-time basis. The studentship for a successful full-time applicant may include the full award of fees, maintenance and a contribution to other expenses such as fieldwork or study visits. Part-time students receive fees and a pro rata maintenance grant. However, in order to provide more flexibility for students, particularly at times in the studentship when the workload is most demanding, for example, during fieldwork, or if there are very large datasets to be compiled, processed or analysed, the ESRC is prepared to consider requests for a fixed period of full-time working of between 3 months and a year. In this period they will receive most of the allowances received by a full-time student. Clearly, any such full-time working will affect their ability to work on their 'normal' job, and the student would thus need the approval of their employer. However, the ESRC would urge employers to consider very favourably any such request in the interests of the student, of the research and, we hope, of the employing organisation itself.
6. The ESRC is concerned that its support for part-time students should not replace or duplicate funding from other sources. For this reason, part-time students in employment are not eligible for ESRC support if they are employees of a degree awarding institution. This criteria may be waived if the employee is a registered student at a different degree awarding institution from that where s/he is employed.

### Award Amendments - HEI approval and reporting requirements

- Once HEI payments are issued individual student details may be subject to change over the course of the funding period. Institutions will generally be given authority to approve changes in circumstances subject to notifying changes to the ESRC on an annual claim/reconciliation. The annual claim/reconciliation consists of a systematic report of all studentships included in the original institutional statement of account for the academic year. Individual student annual progress reports will no longer be required as institutions will be responsible for monitoring student progress.
- Institutions will be required to report studentship amendments on the annual claim/reconciliation to the ESRC as follows:

	<b>Information required on the annual claim/reconciliation</b>
<b>Deferral of student start</b>	Revised start and end dates
<b>Termination of studies</b>	Revised end date Reason for termination
<b>Suspension of studies</b> (or period of certificated illness not requiring suspension or paternity leave)	Revised end date Reason for suspension
<b>Extensions for the following reasons:</b>	Revised end date and reason in all cases
Conversion year	"
Exceptional circumstances(e.g. Disability)	"
Difficult Language Learning or Training in Film Making	"
Maternity Leave	"
Third year (+3) or fourth year (1+3) extension to original requested length of funding (within the maximum length of funding)	"
Funding transfer (part-time to full-time)	"
<b>Changes to project details</b>	New project title
<b>Changes to supervision</b>	Not required
<b>Renomination of quota students up to 31 October of the year of studentship start</b>	HEI submit new nomination and new student details via usual forms and procedure.

- Allowances over and above the basic maintenance grant for the following reasons are to be approved by the institution and notified to the ESRC on the annual claim, including allowance amounts.



<b>Young Dependants Allowance (YDA)</b> (not new students)	HEI pay individual students based on ESRC information. Amounts to be reclaimed from ESRC in annual claim/reconciliation. This allowance is for existing continuing students with entitlement only not new students
<b>Overseas Fieldwork or Language Learning in the UK</b>	Amounts to be approved and paid by the institution to departments for the use of the requesting student and requested back in annual claim.
<b>Disabled Students Allowance</b>	Amounts to be approved and paid by the institution direct to the student and requested back from the ESRC in annual claim. All individual student claims for an allowance which would incur commitments above £25k over the lifetime of the studentship to be referred to the ESRC at the time of institutional review.

4. The following studentship amendments require prior approval from the ESRC.

<b>HEI or course/outlet transfer</b>	Both HEIs or course/outlets to be in full agreement of transfer and to seek prior approval from the ESRC no later than three months prior to intended date of transfer.
<b>Extensions for Student Placements</b>	Students to apply to ESRC in response to placement calls but via the central institution authorities. ESRC will authorise extensions and notify HEI.
<b>Overseas Institutional Visits</b>	Students to apply to ESRC at least 3 months prior to the date of the intended visit.
<b>Extensions to thesis submission date</b>	Prior approval from the ESRC will be required for extensions to submission deadline dates. Requests should be made, via the nominated contact, 2-3 months before the submission deadline date. ESRC will still continue to conduct the annual submission rates survey to monitor institutional submission rates. The sanctions policy will remain unchanged.

5. **Student grievance procedure**

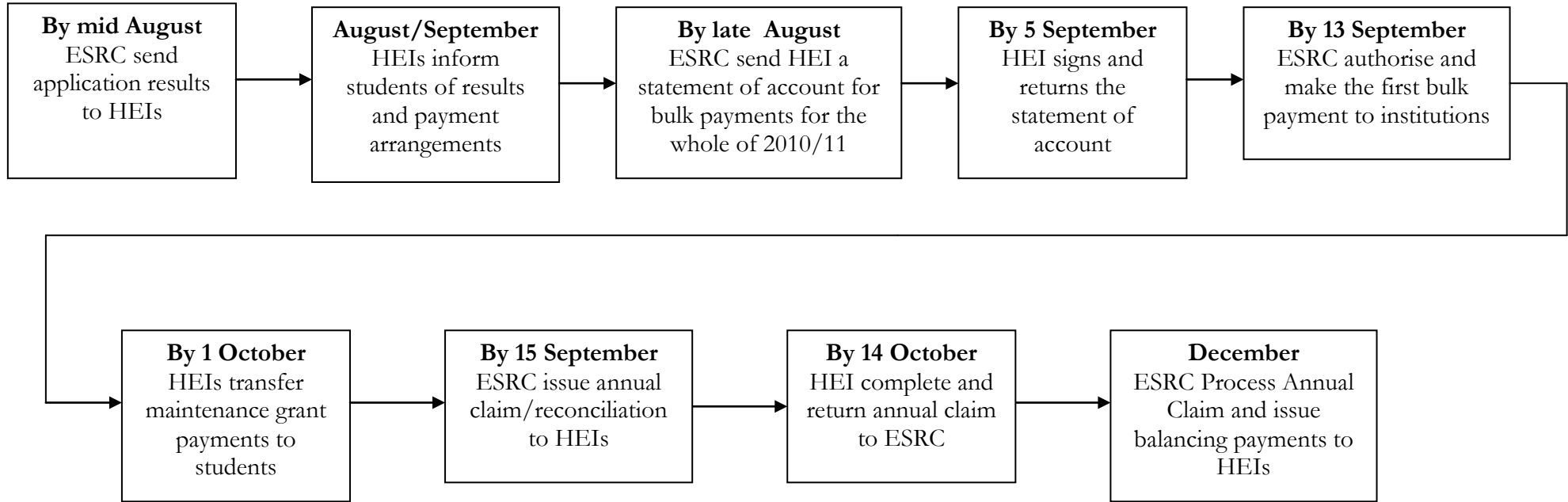
In the event of a student experiencing serious problems with supervision or any other academic matter that cannot be resolved at the department level they should follow the usual institutional grievance procedure.

**Bulk payments schedule**

The following are approximate dates:

By Date	Task	Responsibility
17 August	Notification of results to HEIs. HEIs notify students.	ESRC and HEIs
24 August	Produce Statement of Account	ESRC
26 August	Issue Statement of Account requesting sign-off	ESRC
5 September	HEI updates, signs-off and returns Statement of Account	HEI
13 September	Authorise and make payment to HEI bank account on 15 <sup>th</sup> September	ESRC
8 September	Produce annual claim/reconciliation	ESRC
12 September	Issue annual claim/reconciliation to HEI	ESRC
7 November	Complete annual claim/reconciliation and return to ESRC	HEI
22 November	Input annual claim/reconciliation data	ESRC
End November/early December	Issue balancing payment, debiting or crediting the HEI. HEI is sent final claim document summarising payments	ESRC
December/February /June	Authorise and make further periodic payments to HEI	ESRC
Ad hoc	Audit percentage of annual claim/reconciliations	ESRC

*Payments Process*



### Sample HEI Statement of Account Sign-Off 2010/2011

Academic Year: 2010/2011

Institution: Research Organisation of A

	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	Original Total £	Revised Total £
Tuition Fees	29,946.25	29,946.25	29,946.25	29,946.25	119,785.00	
College Fees	0.00	0.00	0.00	0.00	0.00	0.00
RTSG	6,062.50	6,062.50	6,062.50	6,062.50	24,250.00	
Maintenance Grant	208,153.00	208,153.00	208,153.00	208,153.00	832,612.00	
Disciplinary Enhanced Stipend	10,500.00	10,500.00	10,500.00	10,500.00	42,000.00	
TOTAL	254,661.75	254,661.75	254,661.75	254,661.75	1,018,647	

I confirm that the information contained in this document is a true statement of students funded by ESRC and registered at this institution.

Signature (Finance Officer/Academic Registrar): .....

Name: .....

Date: .....

Institution: .....

Please return to Claire Mussen, ESRC

### Sample HEI Statement of Account

Institution: Research Organisation of A

Outlet/Dept: Department of Economics

Award Number	Student Name	Award End	Status	Fees	Maintenance Grant	Enhanced Stipend	RTSG	Total	Student Left	Comments
PTA-031-2006-00005	Mr SJ Thatcher	30/09/2008	F/T	3,085.00	12,000.00	3,000.00	750.00	18,835.00	<input type="checkbox"/>	
PTA-031-2006-00010	Ms S Johnson	30/09/2010	P/T	2,030.00	0.00	0.00	450.00	2,480.00	<input type="checkbox"/>	
PTA-031-2006-00007	Mr J Snow	31/12/2008	F/T	771.25	3,000.00	0.00	187.50	3958.75	<input type="checkbox"/>	

Outlet/Dept: Centre of West African Studies

Award Number	Student Name	Award End	Status	Fees	Maintenance Grant	Enhanced Stipend	RTSG	Total	Student Left	Comments
PTA-030-2006-00017	Mr ZP Dixon	30/09/2008	F/T	3,085.00	12,000.00	3,000.00	750.00	18,835.00	<input type="checkbox"/>	
PTA-030-2006-00011	Ms SL Hislam	30/09/2010	P/T	2,030.00	0.00	0.00	375.00	2,405.00	<input type="checkbox"/>	
PTA-030-2006-00022	Mr DP Whisker	30/09/2008	F/T	3,085.00	12,000.00	3,000.00	750.00	18,835.00	<input type="checkbox"/>	

**Sample ESRC Summary Annual Claim/Reconciliation**

Academic Year: 2010/2011

Institution: Research Organisation of B

	ESRC Amounts Paid £	Institution Amounts Paid £	Balance £
Tuition Fees	119,785.00		
College Fees	0.00		
Research Training Support Grant (RTSG)	24,250.00		
Maintenance Grant	832,612.00		
Disciplinary Enhanced Stipend	42,000.00		
Other Allowances	0.00		
<b>TOTAL</b>	<b>1,018,647.00</b>		

I confirm that the information contained in the Annual Claim/Reconciliation is a true statement of students funded by ESRC, registered at this institution and have been paid the amounts described.

Signature (Finance Officer/Academic Registrar): .....

Name: .....

Date: .....

Institution: .....

### Sample ESRC Studentship Claim/Reconciliation

Institution Name: Research Organisation of B  
Course: PhD in Economics

Studentship Type: ESRC/NERC  
Student Award Number: PTA-030-2006-00006  
Start Date: 01/10/2006

Please mark any changes below:

Funding Type: Full Time  Permanent status change (f/t to p/t)

Project Title: Management of Hypertension:  
Computer aided learning &  
decision support system

Student Name: Mr Sebastian Jones

Expected End Date: 30/09/2010

Reason for Change of end date: (Please tick one or more)

- Termination  Offer declined  Performance  
 Death  Early thesis submission  
 Employment  Masters not received
- Suspension  Illness  Maternity/Paternity  
 Employment  Scholarship and Research Work
- Deferral  Overseas Institutional Visit  
 Overseas Fieldwork  Difficult Language Learning  
 Exceptional (e.g. Disability)  Permanent status change (p/t to f/t)  
 Fixed period status change (p/t to f/t)  Exceptional (e.g. Disability)  
 Permanent status change (f/t to p/t)  
 Placement

#### ESRC Quarterly Payments

	Fees	Grant	Disciplinary Enhanced	RTSG
October	750.00	3,000.00	750.00	250.00
January	750.00	3,000.00	750.00	250.00
April	750.00	3,000.00	750.00	250.00
July	750.00	3,000.00	750.00	250.00
Total	£3,000.00	£12,000.00	£3,000.00	£1,000.00

Please enter any payments that differ from those above:

	Fees	Grant	Disciplinary Enhanced	RTSG	DSA	OFW	Other Allowances
October							
January							
April							
July							
Total							

**STIPENDS AND ALLOWANCES 2010/2011**

In all cases full-time students will receive a fee contribution of £3,466

From October 2008 part time student's payments for Fees, Maintenance Grant and Research and Training Support Grant (RTSG) will be made on a pro-rata basis.

Type of studentship award	Maintenance	RTSG*
Standard Studentships	£13,590	£750
CASE (Collaborative Awards in Science and Engineering)	£15,590	£750
ESRC/NERC	£15,590	£1000
ESRC/MRC	£15,590	£1000
Joint ESRC/Government Studentships	£15,590	£750
Grant Linked Studentships	£13,590	£750
Language Based Area Studies Initiative - Studentships linked to centres	£13,590	£400 (MPhil) £1,000 (+3)
Communities and Local Government (CLG) Bursaries	£6,000	N/A

**OTHER NOTES**

Enhanced Stipend for Advanced Quantitative Method (AQM) successful students will be notified by their HEI at the commencement of their award) = additional £3,000

The Research Training Support Grant (RTSG) for AQM award holders will be increased from the standard rate of £750 per year to £1,000 per annum. This is to support cost of training in advanced quantitative methods.

Enhanced Stipend for Economics student (payable to starters from October 2006) = additional £3,000

London Allowance = additional £2,000 for all studentships at a London based institution

Oxford and Cambridge students also receive college fees

\*RTSG amounts are only paid to students in the +3 part of their award



**Overseas Fieldwork Allowances**

Banded Rates from 1 October 2006

Calculation to be used – Front End element + (weekly rate x number of weeks)

If the country in which the student intends undertaking fieldwork is not listed below, the nominated HEI contact should seek advice from ESRC.

Country	Band	Front end element	Weekly rate
Afghanistan	B	£600	£144
Albania	C	£400	£100
Algeria	C	£400	£100
American Samoa	C	£600	£96
Angola	B	£600	£144
Anguilla	C	£1,000	£88
Antigua and Barbuda	B	£800	£140
Argentina	B	£600	£144
Armenia	D	£500	£50
Ascension Islands	B	£800	£140
Australia	B	£800	£140
Austria	B	£300	£150
Azerbaijan	D	£500	£50
Bahamas	B	£800	£140
Bahrain	C	£500	£98
Bangladesh	C	£500	£98
Barbados	B	£600	£144
Belgium	C	£300	£102
Belize	C	£600	£96
Benin	C	£600	£96
Bermuda	A	£600	£214
Bhutan	B	£600	£144
Bolivia	C	£600	£96
Bosnia & Herzegovina	C	£600	£96
Botswana	C	£600	£96
Brazil	B	£600	£144
Brunei	B	£600	£144
Bulgaria	C	£400	£100
Burma (Myanmar)	B	£800	£140
Cambodia	D	£600	£48
Cameroon	C	£600	£96
Canada	A	£500	£216
Cayman Islands	B	£600	£144
Chad	C	£600	£96
Chile	B	£600	£144
China	B	£600	£144

Colombia	B	£600	£144
Congo, Republic of	A	£600	£214
Costa Rica	C	£600	£96
Croatia	C	£600	£96
Cuba	B	£600	£144
Cyprus	C	£400	£100
Czech Republic	C	£300	£102
Denmark	B	£300	£150
Dominica	C	£800	£92
Dominican Republic	D	£500	£50
Ecuador	C	£600	£96
Egypt	C	£400	£100
El Salvador	C	£600	£96
Equatorial Guinea	B	£600	£144
Eritrea	C	£400	£100
Estonia	D	£300	£54
Ethiopia	C	£600	£96
Falkland Islands	B	£600	£144
Fiji and West Pacific	C	£600	£96
Finland	A	£300	£220
France	B	£300	£150
French Polynesia	C	£600	£96
Gabon	B	£600	£144
Gambia	B	£600	£144
Georgia	C	£400	£100
Germany	B	£300	£150
Ghana	C	£600	£96
Gibraltar	C	£300	£102
Greece	C	£300	£102
Greenland	B	£600	£144
Grenada	B	£600	£144
Guatemala	C	£600	£96
Guinea	D	£600	£48
Guam	C	£600	£96
Guyana	C	£600	£96
Haiti	C	£800	£92
Honduras	D	£600	£48
Hungary	D	£300	£54
Iceland	B	£600	£144
India	D	£500	£50
Indonesia	C	£600	£96
Iran	D	£500	£50
Iraq	A	£500	£216
Ireland	C	£300	£102
Israel	C	£400	£100
Italy	B	£300	£150
Ivory Coast	B	£600	£144
Jamaica	C	£500	£98
Japan	A	£800	£210
Jordan	C	£400	£100
Kazakhstan	B	£500	£146
Kenya	C	£500	£98

Korea	B	£600	£144
Kuwait	C	£500	£98
Kyrgyzstan	B	£500	£146
Laos	C	£600	£96
Latvia	C	£300	£102
Lebanon	C	£400	£100
Liberia	A	£600	£214
Libya	B	£600	£144
Lithuania	D	£300	£54
Luxembourg	B	£300	£150
Madagascar	C	£600	£96
Malawi	D	£600	£48
Malaysia	D	£600	£48
Maldives	C	£600	£96
Mali Republic	C	£600	£96
Malta	D	£300	£54
Martinique	A	£600	£214
Mauritius	C	£600	£96
Mexico	C	£500	£98
Mongolia	C	£600	£96
Montserrat	B	£800	£140
Morocco	C	£400	£100
Mozambique	C	£600	£96
Namibia	C	£600	£96
Nepal	D	£500	£50
Netherlands	C	£300	£102
New Zealand	C	£800	£92
Nicaragua	B	£600	£144
Niger	B	£600	£144
Nigeria	B	£600	£144
Norway	A	£400	£218
Oman	B	£500	£146
Pakistan	D	£500	£50
Panama	B	£600	£144
Papua New Guinea	C	£600	£96
Paraguay	C	£600	£96
Peru	B	£600	£144
Philippines	C	£600	£96
Poland	C	£300	£102
Portugal	C	£300	£102
Puerto Rico	D	£600	£48
Qatar	C	£500	£98
Romania	C	£400	£100
Russia	B	£500	£146
Rwanda	B	£1,000	£136
St Christopher (St Kitts) & Nevis	C	£600	£96
St Lucia	B	£600	£144
St Vincent and The Grenadines	C	£600	£96
Saudi Arabia	B	£500	£146
Senegal	C	£600	£96
Serbia and Montenegro	C	£500	£98
Seychelles	B	£600	£144

Sierra Leone	B	£600	£144
Singapore	B	£600	£144
Slovak Republic	C	£300	£102
Slovenia	C	£300	£102
Solomon Islands	A	£1,000	£206
Somalia	B	£600	£144
South Africa	B	£600	£144
Spain	C	£300	£102
Spain (Las Palmas)	B	£400	£148
Sri Lanka	C	£500	£98
Sudan	B	£600	£144
Swaziland	C	£600	£96
Sweden	A	£300	£220
Switzerland	B	£300	£150
Syria	C	£400	£100
Taiwan	C	£800	£92
Tanzania	C	£500	£98
Thailand	C	£600	£96
Tibet	A	£600	£214
Togo	C	£600	£96
Tonga	C	£600	£96
Trinidad & Tobago	C	£600	£96
Tunisia	C	£400	£100
Turkey	C	£400	£100
Turks & Caicos Islands	B	£600	£144
Uganda	B	£500	£146
Ukraine	B	£500	£146
United Arab Emirates	B	£500	£146
USA	A	£400	£218
USA (including Hawaii & Alaska)	A	£600	£214
Uruguay	B	£600	£144
Uzbekistan	B	£600	£144
Vanuatu	C	£800	£92
Venezuela	C	£600	£96
Vietnam	C	£600	£96
Virgin Islands	B	£1,000	£136
Yemen	B	£600	£144
Yugoslavia (including Serbia and Montenegro)	C	£500	£98
Zaire (Democratic Republic of Congo)	A	£500	£216
Zambia	D	£500	£50
Zimbabwe	D	£500	£50

## DIFFICULT LANGUAGE TRAINING

As a rough guide to the way the rule in section 7.1 is interpreted, the following notes may prove useful.

The distinctions made below are not to be read as hard and fast rules, but rather as general guidelines. In practice, each case is considered on its merits. For example, a student who has a degree in Arabic is not likely to receive a nine month extension for learning the language. At the same time, the 'Groups' listed are not treated as watertight compartments, and, in certain circumstances, a student learning a Group B language may receive more than nine months.

### Group A:

Included in this group are unwritten languages or languages in early stage of being analysed and for which no grammars, vocabularies, or other learning aids are available. These might include Amerindian, Papuan languages, etc. A case can be argued for **12 months**.

### Group B:

Included in this group are:

- languages for which there are limited descriptive and learning resources available.
- languages which present intrinsic difficulties for speakers of English because they are click, tonal, object-verb-subject, agglutinating, etc.
- languages that require knowledge of a different non-alphabetic script, such as Chinese, Japanese, Arabic and South and South-East Asian languages.

A case can be argued for **9 months**.

### Group C:

Included in this group are difficult languages (as defined in B above) which have been well described in grammars, vocabularies etc., but for which no learning aids exist, and the language will have mainly to be learnt in the field from unskilled teachers. These might include various African, Melanesian, and Amerindian languages plus some in the Indian sub-continent. A case can be argued for **6 months**.

### Group D:

Included in this group are languages similar to those in Group C but for which intensive learning materials exist, for example, courses, language laboratory, materials, tapes, etc. A case can be argued for **3 months (this includes all European languages)**.

## Project Linked Studentships

Grant linked studentships (+3 or 1+3 awards) may be requested on any research application (with the exception of small grants and postdoctoral fellowships) as long as:

- the grant applied for is for 3 years or more
- the Principal or Co-Investigators are approved to act as primary supervisors for PhD students
- the student(s) will be located in an ESRC recognised outlet for training, following the normal programme of training for such students

Up to three studentships can be applied for on any single application. It must also be clear that the studentship is not displacement for the normal research support required on the grant. Linked studentships are designed to add value to the proposed research outlined in the application, whilst providing a clear opportunity for a distinct and independent course of enquiry for the student. Through being embedded with a high quality research team, they should offer the student an opportunity to both develop their substantive research skills, alongside broader professional development. Linked studentships must not be displacement for normal research support required on the grant.

If successful, the funds for the studentship will be ring fenced within the grant and paid alongside standard ESRC studentships. Such students will also be expected to complete their PhD within four years, as with ESRC standard studentships. They will be included in the ESRC PhD Submission Rate Survey. Non-completion within four years will therefore affect the HEI's postgraduate submission rate.

Project linked studentships are subject to the standard rules for ESRC studentships rules. This means that the applicant may request the full appropriate stipend for the student, fees, a Research Training Support Grant (RTSG) and overseas fieldwork costs. Support to meet provisions to aid students with requirements under the Disability Acts (DSA) may also be included.

Studentships are not costed under FEC arrangements, but if awarded, the grant will meet the full 100% cost of the normal provision. All costs associated with the studentship(s) must be costed as part of the overall value of the application in the Other Staff Section of your application.

For each studentship the application will need to indicate:

- The name of the student, if known at the point of application;
- whether you are requesting either a 1+3 or +3 studentship;
- the proposed start and end date of the studentship;
- the stipend and/or fee for that studentship. These should be costed at standard ESRC rates, including London allowance where that is appropriate.

- additional standard costs for RTSG and Overseas Fieldwork Allowances;
- additional DSA allowances if there are known at the point of application.
- whether the student intends to apply for AQM. This should have been costed in the original grant application.

Stipends may only be paid to students who are normally UK resident or EU students meeting standard ESRC eligibility requirements.

The case for such a studentship will need to be set out as an additional attachment to the grant application. When completing the application via the Joint Electronic Submission System (Je-S), a separate case for each project studentship must be submitted with the application as attachment type "Other", where an additional two sides of A4 (max) can be used to give information and justification for each studentship. The case for support should include:

- the recognised ESRC outlet at which the student will be based, including the ESRC reference code;
- in the case of a 1+3 studentship, the likely Masters course to be pursued, if that can be identified at the point of application;
- the Principal and/or the Co-Investigators who will supervise the studentship;
- a summary statement of the PhD topic to be undertaken;
- a clear statement of how this is independent from, but will add value to, the principal research objectives set out in the application.

Once the student has been selected, the institution will be expected to complete a standard ESRC nomination form and submit that via the Je-S system. The nomination form will include the name and basic details of the student and eligibility information, proposed training, and an extended statement on the PhD topic to be covered.